**Method**

If a child is thought to be missing / lost the following procedure will be followed.

1. One member of staff (person A) to search all inside areas and rooms inside the building whilst the other staff assemble all children in the Main room and seat them on the carpet. The register is then checked, whilst another practitioner does a head count to confirm which child, if any, is missing.
2. Person A will now search the outside play area
3. Person A to then conduct the following search:

The immediate vicinity of the Pre-School, the main entrance to the School and approach from Lowndes Way, the School grounds, the other exits from the School, the cycle path, Lowndes Way.

The TreeHouse mobile phone should be taken and updates given every 10 minutes.

1. As soon as the search outside the Pre-School starts, first the police and then the parents / carers should be telephoned by the Leader, or Deputy in their absence. The School should also be contacted and given details of the missing child. Once in attendance, the Police will take charge of the situation.

**Buckingham / Aylesbury Police Station 08458 505505**

1. The remaining children should be kept in the main room and entertained (eg. story read to them, accessible resources and activities) This ensures that when distressed parents and / or police enter the Pre-School they have access to the quiet room and community room thus minimising the disruption of the children and ensuring all other children remain safe.
2. If the child is lost whilst on an outing and in the care of TreeHouse Pre-School staff, the Leader, or person in charge at the time, should contact the Police immediately. One member of staff should be designated to search the immediate surroundings then retrace known steps. Once in attendance, the Police will take charge of the situation. Attention should be paid, at all times, to the safety and wellbeing of the remaining children in our care.

This policy was adopted by all staff

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This policy was adopted by the committee at a meeting of TreeHouse Pre-school

Held on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_