

OLD WINDSOR PRE-SCHOOL
PROCEDURES FOR IF A CHILD LEAVES
THE GROUP UNACCOMPANIED

As part of our Risk Assessment we have procedures in place for the security of the children. However, in the unlikely event of a child leaving the group unattended, the following procedures will be followed:

FIND OUT QUICKLY

The supervisor or asst. supervisor will always be aware of the number of children attending during a session.

An accurate and up-to-date register must be kept and both adults and children, including visitors, should be marked out when ever they leave the premises.

SEARCH SYSTEMATICALLY

The group is responsible for the missing child and also for the other children in the group. In an emergency the high adult: child ratio allows for the supervisor or asst. supervisor to be free to respond to the situation without neglecting the needs of the other children. They will make a systematic search of the building and garden doors and gates would be checked to see if there had been a breach of security. If the child is not found, the child's parents will be called to alert them of the situation. If a child lives within walking distance one member of staff will retrace the journey on foot to possibly intercept the child.

POLICE

If the above steps fail, the police will be called.

INFORMING OTHER PEOPLE

If the police have to be called, the pre-school must also notify Early Years OFSTED/Social Services department, the pre-school chairperson, and the pre-school insurance company.

ACCIDENT/INCIDENT BOOK

A record of the event must be made, even if the child is found safe within a few minutes.

INFORMING OTHER PARENTS

Other parents will be given brief, accurate information, and told who to forward queries to, as soon as possible after the event.

Policy adopted at the management committee meeting held on 2nd November 2006

Signed on behalf of the pre-school _____ chairperson _____ supervisor