

ABBNEY PRESCHOOL

Procedures for When a Child Leaves the Group Unaccompanied

1. When a child's absence is discovered, having tried to ascertain when he/she was last seen by staff and the other children, as many staff as possible will search the premises while the other children are cared for in a large group by at least two other members of staff.
2. The child's parents will then be informed by telephone and alerted to the fact that their child is no longer in Pre-school and may be coming home alone, especially if this is in walking distance. A member of staff will make the journey on foot in order to catch up with, or intercept the child if possible.
3. If these steps do not locate the child then the police will be notified. The Pre-school Learning Alliance Insurance Manager will also be informed, and also the Social Services Department.
4. The chairperson will be informed as soon as possible. Ofsted will be informed in writing of the incident.
5. A record of events will be recorded in the Accident and Incident book.
6. The parents of the other children at the Pre-school will be given accurate information as rapidly as possible.

Signed..... (Manager) Dated.....

Signed..... (Chairperson) Dated.....

Date of next review.....