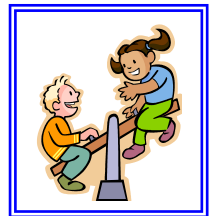




St Paulinus Pre-School

St Paulinus Centre,
Hillcrest Road,
Marlpit Hill,
Edenbridge,
TN8 6JS



Missing Child Policy and Procedure

Policy statement

Children's safety is maintained as the highest priority at all times. Security at the Pre-School is a high priority.

In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures:

- As soon as it is noticed that a child is missing the key person/staff will inform the Manager/supervisor.
- A thorough search of the exterior of the building premises and garden is carried out.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is not found, the parent/guardian is contacted and the missing child is reported to the police.
- The manager/supervisor talks to the staff to find out when and where the child was last seen and records this.
- An investigation is carried out immediately.

Reviewed Date: July 2020