



Procedure for parent failing to collect their child.

1. Check collections folder
2. Ask at the school office if any messages have been left
3. Use emergency contact numbers to contact parents /guardians /grandparents
4. Failing the above, keep the child with a member of the Pre-school staff, inform Sarah Duckett (Pre-school SENCO and manager) Or Head Teacher: Sarah Bishop, Deputy Head: Jo Andrews
5. Keep child in office with key member of staff.
6. Inform the police after approximately 1 hour (101)
(see safeguarding policy)

Procedure for a lost child.

1. Alert all Pre-school staff on the premises
2. Check in classroom, toilets, stock cupboards, etc.
3. Alert Head teacher, office, Leicestershire County Council –
Look around school, and school grounds, then out of school site.
4. Alert parents/guardians
5. Inform emergency services. Local police station 101
6. Inform Ofsted

Procedure for the supervision of volunteers, helpers and students within pre-school.

1. Explain the signing in and out procedure and where the signing out machines are situated.
2. Where applicable, show the person(s) around the Pre-school building i.e. toilets.
3. Explain the fire procedure and show the exits.
4. Pre-school manager (Sarah Duckett) to assign a mentor to give direct supervision.
5. Supply with an induction pack with guidelines of policies and procedures.
6. Meet regularly with the manager.

Policy written by:	Jo Andrews July 2015
Reviewed	Annually
Signed by management	
Signed by chair of governors	



Parkland
Pre-School

Learning together