

Our Lady's Preparatory School, Nursery,
Day Nursery and Holiday Club
Lost Child Procedure

If a child is lost it is important to stay calm and do not panic.

Inform management telling them which child, where they were last seen and what they are wearing.

While ensuring all other children are kept safe a detailed search of the area is to take place. Inform the police if necessary.

As soon as the manager ascertains the child is lost, the manager will immediately contact the lost child's parents giving them regular updates until they arrive at Our Lady's. This will be no longer than 30 minutes after the child was first reported lost.

All details of the incident must be recorded.

Created: August 2009

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