



Mini Oaks Pre School Policies and Procedures

Procedure for parent failing to collect their child.

1. Pre School staff check message book.
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 Pre School Manager: Lee Gill, or Head Teacher: Nikki Matthew or Deputy Head Teacher: Simone Harrison
5. Transfer child to school office and keep child in office with key member of staff.
6. Inform the police after approximately 1 hour (101).

Procedure for a lost child.

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