



Policy reviewed on 20.03.2017

### **Lost Child Procedure**

**Aim: In the very unlikely event of a child going missing we have a procedure in place to locate the child as soon as possible whilst ensuring the safety of all other children in our care.**

If you find that a child is missing then the following should occur:

- Inform the play leader and manager;
- The play leader gathers all the staff and children together and marks those children present against the register;
- A member of staff will undertake an area search, e.g. the play room itself and the immediate area outside of the building;
- Should the child not be located, then the Person in Charge will contact the police and the parents/carers of the child;
- Inform the parents straight away even if the child is unharmed and tell parents that we will report back to them fully once we have had time to investigate.
- A senior member of staff is to be present when talking with parents to ensure support for the member of staff and to indicate the seriousness of the incident to parents.
- Senior Staff should make time that day to talk to members of staff in order to write up an accurate account so that it can be reported to Ofsted on the same day or as soon as possible the next day if Ofsted phone lines are closed.
- A report should be written up as soon as possible after the event even if the child is found and a copy sent to OFSTED with an action plan. The incident will be recorded in the Incident Log on a standard incident form.

Signed: