

Procedure in the Event of a Child Being Lost



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1. If a child is discovered missing at regular head count times or at another time, all children to be assembled in one place and register to be taken.
2. A staff member is immediately to be sent to the main entrance area to check the road way in the vicinity of the building. A thorough search of the inside of the building including the large toys and possible hiding places is to be undertaken.
3. Check the outside play area of the building.
4. Attempts to be made to establish from staff and children when the missing child was last seen.
5. Police to be informed if the child has not been found after the above checks.
6. Parents are to be informed.
7. Risk Assessments will be reviewed.
8. Ofsted will be informed.