



Lost or Missing Child Policy

This policy will be reviewed on an annual basis

In the event of a child going missing the following procedures must be followed.

From the Setting

The Manager is responsible for the situation - They delegate an Early Years Educator to look after the other children.

A head count and register check must take place immediately and quickly to ascertain that a child is definitely missing and who, without drawing attention to the other children.

Security doors should be checked to make sure they are closed.

The senior must call the child's name and thoroughly search the setting and outside area. If this is the case, an Early Years Educator (or more if ratios allow) should quickly check the whole building and the outside area i.e. garden, paths and car park. If more Early Years Educators are available to search they can look further afield.

If the child is still not found the parent/carer should then be contacted.

The local police should then be contacted.

At least one Early Years Educator should keep looking during this time.

Even if the child is found, the parent/carer should still be informed of the incident when collecting their child

On a trip out

On trips and outings adult child ratios are kept, whenever possible, at 1 adult : 4 children two mobile phones and contact numbers are always taken. Therefore in the event of a lost child in this situation the above procedures must be followed.

NOTE - in cases of lost or uncollected children OFSTED must be formed as soon as possible.

Telephone numbers:

OFSTED 0300 1231231

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Wednesday 20th October 2021

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairperson etc.)

21/10/21

Chairperson