



## 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 adhered to.

### From the Setting/Club

- The management is responsible for the situation and they delegate a playworker 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 alerting the other children.
- The child's name must be called and thorough search of the club and outside area.
- If the child is still not found a playworker (or more, if ratios allow) should quickly check the whole building and the outside area (i.e., garden, paths and car park). The Head-teacher of Landscore must be alerted.
- If the child is still not found the parent/carer and local Police should then be contacted.
- At least one member of staff should keep looking at all times.
- Even if the child is found, the parent/carer should still be informed of the incident when collecting their child
- If a child runs from the club/school premises, staff are not to chase the child as this could cause them to run into the road. The member of staff will call for the child to return and inform them that they will need to call their parents and the police.

### On a trip out

On trips and outings, adult child ratios are kept whenever possible at 1 adult to 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 can be followed. In addition to these:

- If local, the trip should be abandoned and the children should be returned to Kidz Star Club.

**NOTE** - in cases of lost or uncollected children OFSTED Telephone number 0300 123 4666

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

Held on Thursday 9<sup>th</sup> October 2025

Signed on behalf of the Management Trustee Directors

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

Chair

Commenced 2011 - Reviewed 30.10.2025