



Policy - Lost / Missing Child

Title: Lost / Missing Child

Category: Out and About

Review Date: 30th Aug 2024

Description:

In the event of a child going missing whilst in our care, the safety of all other staff and children on site will not be compromised.

The following procedure will be followed:

- As soon as a child is thought to be missing the Manager must be advised straight away and she will then inform all the staff.
- A search for the child will commence immediately. Staff will be redeployed ensuring that the correct ratio of staff to children is maintained.
- If the child is found then they will be checked for injuries and reassured. A full written report will be made by the Manager who will inform the parents/carer.
- A full risk assessment will be carried out immediately and all staff will be made aware of the outcome of the report and any changes to be made within the setting.
- If the child is not found immediately then the police will be contacted by the Manager. The police will want to know:
 - o Where we are
 - o Next of kin of the child
 - o A detailed description of the child, including age, sex and as much information about what they were wearing.
 - o The circumstances of the incident, including anything that may have triggered the disappearance, how long the child has been missing, where they were last seen.
 - o Who is looking for the child, where they are, whether they have a mobile with them, and if so what the number is.
- The Manager must document the incident so far, including any conversations and advice from the police.
- The Parents/carer will be contacted by the Manager. If for any reason they are not able to contact them immediately, the Manager will continue calling until contact is made.
- The Manager will continue to document the incident until the child is found. Once the child is found the family, chair of the Trustees and Ofsted will be advised.
- Ofsted must receive a full written report of the incident and its outcome.
- A full risk assessment review will be carried out by the Manager.

CONTACT NUMBERS

Ofsted Helpline 0300 123 1231

Surrey LADO (for reporting of information on a lost or missing child)

Tel: 0300 1234 1650 option 3

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