



Lost Child Policy

Contents

1. Scope and preventative measures	3
2. Procedure if a child goes missing on the premises	3
3. Procedure if a child goes missing on an outing	4
4. Communication, reporting and recording	4
5. Monitoring and review.....	4

The safety and wellbeing of all children in our care is our highest priority. This policy sets out the measures we take to reduce the risk of a child going missing and the actions staff must take immediately if a child is unaccounted for, either on the premises or during an outing.

1. Scope and preventative measures

- Children are always supervised appropriately and staff deployment is organised to maintain safe ratios.
- Registers are completed accurately and children are counted regularly.
- Doors, gates, and access points are checked to ensure the premises remain secure.
- Visitors are monitored and sign-in procedures are followed.
- Risk assessments are completed and reviewed for the premises, outdoor spaces, and all outings.
- For outings, staff carry emergency contact details, maintain headcounts, and ensure children remain with their parent/carer.
- Staff receive safeguarding guidance and understand their responsibilities in responding quickly and calmly.

2. Procedure if a child goes missing on the premises

1. The staff member who becomes aware that a child is missing must immediately inform the Early Years Co-Ordinator, deputy, or most senior person on duty.
2. A quick check must be made of the register, collection records, and the area where the child was last seen.
3. Available staff must carry out an immediate and systematic search of the building, outdoor areas, toilets, cupboards, school premises and any other accessible spaces, while ensuring the remaining children continue to be supervised safely.
4. All exits, gates, and access points must be checked without delay to identify any possible breach of security.
5. If the child is not located promptly, the police must be contacted immediately and the child's parents or carers must be informed.
6. Staff must provide the police with the child's name, age, description, clothing, and last known location, together with any relevant medical or communication needs.
7. Staff must continue to follow police guidance and always maintain supervision of all other children.

3. Procedure if a child goes missing on an outing

1. The member of staff who notices the child is missing must alert the Early Years Co-Ordinator immediately.
2. One or more staff members should search the immediate area as quickly as possible, while the remaining staff supervise the rest of the children and keep them together in a safe place.
3. The Early Years Co-Ordinator must inform the C.E.O /Head of Services as soon as possible if they are not present.
4. If the child is not found promptly, the police must be called immediately and the parents or carers must be informed.
5. Venue staff, security staff, or transport staff should also be alerted where relevant.
6. Staff must follow police instructions and agree how the remaining children will be safely returned to the setting or cared for until the incident is resolved.

4. Communication, reporting and recording

- The Early Years Co-Ordinator or nominated senior person is responsible for coordinating communication with parents or carers, the police, and any relevant safeguarding agencies.
- The incident must be recorded in full, including times, actions taken, who was involved, when the child was found, and the outcome.
- Where required, the incident must be reported to Ofsted and any other relevant safeguarding authority in line with statutory requirements.
- Once the child is safe, the setting must review what happened, update risk assessments if needed, and identify any actions required to reduce the risk of a similar incident happening again.
- Staff involved should be supported following the incident and any lessons learned should be shared appropriately.

5. Monitoring and review

This policy should be read alongside the safeguarding and health and safety policies. It will be shared with all staff and reviewed annually, or sooner following any incident, changes in legislation, or update to local procedures.