

Lost Child Procedure

In the event of it being noticed that a child is missing, it is important that staff and the other adults present remain calm. The following procedure should be followed (steps 1-5 should take no more than 5 minutes);

1. A member of staff should immediately check the toilets, Sunflower room, kitchen and office; whilst another member of staff checks the register. If other adults are present they should help with the outside search.
2. All areas inside the building where a child could hide must be checked.
3. The member of staff who checked the register should establish from the other adults present the last time the child was seen and where.
4. The children should be guided to quiet activities and reassured if they are unsure about what is happening. They should also be asked if they have seen the child.
5. If the external and internal searches are not successful, the police must be contacted immediately. The external searching must continue.
6. The parents must be contacted. The information should be given as calmly as possible, confirm that the police have been called and that the searching is continuing.
7. It is vital that the children are kept in the main room with a member of staff.
8. Once the police have arrived and taken control of the situation, the other parents should be contacted to come and collect their children.
9. A full risk assessment review will be carried out.