



Lost Child Procedure

Aim: In the very unlikely event of a child going missing we have a procedure in place to locate the child as soon as possible whilst ensuring the safety of all other children in our care.

If you find that a child is missing then the following should occur:

- Inform the play leader and manager;
- The play leader gathers all the staff and children together and marks those children present against the register;
- A member of staff will undertake an area search, eg the play room itself and the immediate area outside of the building;
- Should the child not be located, then the Person in Charge will contact the police and the parents/carers of the child;
- A report should be written up as soon as possible after the event and a copy sent to OFSTED with an action plan. The incident will be recorded in the Accident/Incident Log..
- Emergency phone numbers can be found on the Parents' Area Noticeboard.

Signed:
manager.

Date: 11th February 2010