



## **Lost Child Policy & Procedure**

All staff should be informed of the following procedure, which is to be carried out should a child be lost.

A headcount of children is taken at the following times:

- Registration – upon arrival and departure
- Snack time
- Activity record
- Outside Play
- Fire Drills
- Whole school walks

The person who first becomes aware of a lost child to alert other staff members. Manager/Supervisor to gather other children together for headcount and register check.

Deputy to carry out initial search of setting and immediate area – inside and out.

If a lost child is confirmed –

Manager, Supervisor or Deputy to telephone parents/carers and police.

Any adults available to commence search of surrounding area and child's route home.

Other staff to maintain ratios with remaining children.

Manager, Supervisor or Deputy to notify Chair, if necessary, to arrange collection of other children using Emergency Contact list.

OFSTED/Day care Regulation Officer to be advised.

**LOST CHILD** – when away from setting.

One member of staff and available adults to carry out search of immediate area.

Other staff and children to return to setting.

Headcount and register check.

Manager, Supervisor or Deputy to telephone parents/carers and police.

Member of staff remaining out of group to continue search and liaise with police.

Manager, Supervisor or Deputy to notify Chair, if necessary, to arrange collection of other children using Emergency Contact list.

OFSTED/Day care Regulation Officer to be advised.

**CHILD NOT COLLECTED AT END OF SESSION (see Child not Collected Policy)**

Attempt to contact parents/carers by phone.

If unable to make contact, try alternative numbers on Registration form or Emergency contact list.

If unable to contact any persons listed –

Manager, Supervisor or Deputy and one other member of staff to remain with child for a reasonable period – up to one hour.

Make further attempts to contact parents/carers.

If no contact can be made phone OFSTED/Day care Regulation Officer for further instructions.

### **Lost Child Policy & Procedure**

OFSTED contact telephone numbers:

General Helpline (Golden Number) 0300 123 1231

Early Years Self Evaluation Helpline 0300 123 3153

Whistle Blowing 0300 123 3155

Local Authority Helpline 0300 123 3156

Compliance Investigation  
& Enforcement General 0300 123 4666

**Reviewed & re-agreed at AGM held 29th September 2020 Chair Jo Griffin**

**Reviewed & re-agreed at AGM held 08th October 2021 Chair Alex Constantine**

**Reviewed & re-agreed at AGM held 07th October 2022 Chair Alex Constantine**

**Reviewed & re-agreed at AGM held 20<sup>th</sup> October 2023 Chair Alex Constantine**