



## **LOST/MISSING CHILD POLICY**

**In the unlikely event of a child, going missing within the setting, the following procedure will be implemented immediately.**

- \* All staff and Senior practitioners present will be informed and an immediate thorough search of the setting will be made followed by a search of the surrounding areas, ensuring that all other children remain supervised throughout.
- \* The Senior practitioner will notify the Person in charge / Registered Individual, whilst the other members of staff continue searching.
- \* The Person in charge will carry out a second search of the area.
- \* If the Child has still not been accounted for, the Person in charge will contact the police.
- \* The Person in charge will also contact the parents of the missing child.
- \* During this period, staff will be continually searching for the missing child, whilst other staff maintain a normal routine for the rest of the children in the setting.
- \* The Person in charge / Responsible Individual will meet the police and the parent/carers.
- \* The Person in charge will then await instructions from the police.
- \* Any incidents must be recorded in writing on an incident report form.
- \* CIW must be contacted and informed of any incidents.

**Amended February 2024**

**Review due February 2025**