



Chertsey and Dorking Nursery Schools and Mole Valley Family Centre

LOST CHILD PROCEDURE

Aim

To find the child and ensure s/he is safe as quickly as possible, whilst at the same time ensuring the welfare and safety of all the children.

When a child is thought to be missing:

1. The senior member of staff must be informed immediately. S/he will direct particular staff to do an immediate search of the rooms and garden, whilst ensuring there are sufficient staff to supervise all areas. S/he must immediately inform the Headteacher, or the staff member deputising in her absence, who will take charge of operations.
2. Quickly establish who was the last adult to see the child and where, what the child was wearing and the mental state of the child (happy, sad etc).
3. If the child is not located within 15 minutes the police must be contacted using 999 and parents must be contacted. The police will need to know:
 - The site address
 - The next of kin of the child.
 - A detailed description of the child, including age, sex, and as accurate a clothing description as possible (working from head to toe).
 - The circumstances of the incident, including anything which may have triggered the disappearance i.e. how long have they been missing, where last seen, was there an argument with another child.
 - Who is looking for the child, where are they, do they have a mobile with them, what is the number.
4. If necessary staff from other parts of the organisation will be brought in to help or the children can be brought into one area so that fewer staff are needed to supervise them (ensuring EYFS staff/ child ratios are maintained). It is essential that a member of the office staff is in the reception area and keeps the telephone lines open.
5. If the Headteacher deploys staff to search away from the building she must ensure she knows where they will be going and that they are in mobile phone contact with her.
6. The office staff or Headteacher will need to document the incident as it happens, including any conversations and advice from the police.
7. Office staff must continue to try to contact the parents/carers using the contact details held in the children's registration file in the reception office, until contact is made, ensuring that there is a free telephone line for police or staff who are searching to phone in. The local education office must be informed: Area Education Officer (Chertsey) West Telephone: 07792 587096, East (Dorking) : 07976 924186. If you cannot get through then phone SCC duty emergency planning officer on 07831 473039 (24 hour number)
8. Staff should continue to search under the direction of the Headteacher (until otherwise advised by the police) – always ensuring the EYFS ratios are met for the children still at the setting.

9. Whether the child is found early on or later, the child's immediate needs must be met (e.g. comfort, warmth etc.) and the child must be checked for injury. Parents must be given a detailed description of the incident.
10. Senior staff should ensure that all staff are supported and kept informed of what is happening.
11. The Headteacher must ensure that the whole incident is thoroughly documented following its conclusion.
12. The Governing Body must be informed and Ofsted must be notified of the incident and outcome, in writing, by the Headteacher.
13. Following this incident a full risk assessment must be undertaken to ensure that every effort is made to prevent this happening again.

For actions to take if a child were lost during school outings, please see separate policy on 'Educational Visits and Outings'.

Approved by the Governing Body: January 2024

Review by: January 2025

Relevant for:-

Centre: Yes	Nursery: Yes	Parents: No
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Lost child

Date		Name of person completing form	
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Part 1 – Lost / missing child

Personal information – child / young person			
Name		Age	
		Date of birth	
Gender		Hair colour	
Ethnicity		Eye colour	
Clothing (colour and pattern)			
Any other relevant information			

Contact details – parent / carer	
Name*	
Contact number(s)	
Address	
Email	

Incident details		
Time and place child last seen		
Action(s) taken and when	<input type="checkbox"/> SLT informed, at __:__	<input type="checkbox"/> Police informed, at __:__
	<input type="checkbox"/> Other (details and time)	

Incident and collection details			
Time found		Location	
Any other information and details of location			
Details of parent / carer collecting child	Name		
	Relationship to child		
	Contact number(s)		
	Address		
	Signature	x	

Declaration	
<input type="checkbox"/>	Area schools office informed
<input type="checkbox"/>	Chair of Governors informed
<input type="checkbox"/>	Ofsted informed
<input type="checkbox"/>	Risk assessment completed following incident