



Lost or Missing Child Policy

Once a child has been identified as missing:

1. All children sit down with the safety lead staff member.
2. Safety lead notes the time and the number of children in their care.
3. If the children are all together, half the staff stay with the children. If the children are in two sub-groups, the group safety lead stays with the children while the other two members of staff search.
4. The other half of the staff conduct a search. Agree who is leading the search. If near a road entrance, a staff member goes there first.
5. One staff member always goes to whichever woods entrance is regularly used.
6. The search lasts no more than 5 minutes.
7. The remaining children will listen to a story or sing to keep them calm, engaged and together.
8. If, after the 5-minute search, the child has not been located, the staff member leading the search calls 999 and the duty wood keepers. Then they call the head of school.
9. Staff continue the search while they are waiting for the police.
10. They meet the police and assist in the search.
11. The head of school will contact the child's parents and inform them of the situation.

After a missing child incident

- The head of school carries out a full investigation taking statements from all the staff present at the time, and then writes up an incident report and updates the incident log.
- A conclusion is drawn as to how the breach of security happened.

- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social services may be involved if it seems likely that there is a child protection issue to address.
- The head of school may need to take action against any member of staff who they believe is found to be at fault.
- The head of school may need to inform Ofsted if the child was not found after 5 minutes.

Policy review

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