



## Policy Document 15 – Lost Child Policy

01	<p>Should a child become lost the following plan will be put into effect;</p> <ul style="list-style-type: none"><li>• The child’s key worker will search for the child while the remaining staff will stay with the rest of the group.</li><li>• If the child is not found within 15 minutes the manager or director will contact the police service. They will need to be prepared to give the following details;<ul style="list-style-type: none"><li>- Child’s name</li><li>- Age</li><li>- Physical Description</li><li>- Clothing worn at time of disappearance</li><li>- Location and time last seen</li><li>- Any other relevant information</li></ul></li><li>• The director will inform the parents/carers of the situation.</li></ul>
02	<p>Once this plan has been actioned, and as soon as it is appropriate to do so, ie. doing so does not hamper efforts to locate the child, OFSTED will be informed of the incident.</p>
03	<p>A full investigation will be carried out by the setting’s management team and corrective action taken as necessary to prevent a similar situation arising in the future.</p>
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Date	January 2021
Issue Number	10
Review Date	January 2022

