Lost Child Policy

Policy created	01.09.2008	Version number	9.2
Last reviewed	01.11.2026	Next review date	01.11.2027

In the event that a child is found to be missing:

- The Setting Manager/Pre-school Leader should be informed immediately and they will ascertain when the child was last seen and where.
- A search of the immediate area of the village hall and adjacent outside areas will be carried out. If a child goes missing on an outing, a search will be conducted of the immediate vicinity. This will be undertaken by the Setting Manager/Pre-school Leader and one other person. The remaining children must be in a safe environment and the adult to child ratio must be maintained.
- If the child is not found within 10 minutes then the Setting Manager/Pre-school Leader will inform the police and the child's parent/carers.
- Local organisations should be telephoned to inform them that a child is lost so that they can aid in looking out for the child. Local organisations to be telephoned are listed below.
- A wider search may be undertaken, under the supervision of the Setting Manager/Pre-school Leader prior to Police instruction.
- The Setting Manager/Pre-school Leader will inform the committee Chairperson, or in their absence, the Committee Safeguarding Officer.
- A written report will be created and a copy sent to Ofsted as soon as possible after the event.
- The incident will be recorded on an Incident Form.

When the situation has been resolved, members of staff will meet with the Pre-school Chairperson to review the incident and the reasons for it happening and ensure measures are taken so that it does not happen again.

Useful Contacts:

Police	999
Plymtree Primary School	01884 277 294
Plymtree Community Shop	01884 277 920

Document History

Date	Change details	Reviewed by
20/01/2010	Added list of local organisations to be telephoned to help keep lookout	Shelley Robinson
09/02/2011	Reviewed	Jackie Crowe
10/03/2012	Adding committee member contacts	Jackie Crowe
06/03/2013	Reviewed	Rowan Pettitt
21/04/2013	Changed 'Playgroup' to 'Pre-school'	Rowan Pettitt
01/04/2014	Policy reviewed	Julie Pearce
27/01/2015	Added provisions for child going missing on an outing. Changed 'incident book' to 'Incident Form'.	Ellie Hibberd
02/01/16	Added Fordmoor Farm, Herbert Persey, to list of contacts as his farm land is adjacent and opposite the village hall. Added The Manor, Peter Wylie, to the contact list as his gardens are adjacent to the village hall.	Rowan Pettitt
03/08/2016	Policy reviewed – no changes.	Rowan Pettitt
01/01/18	Policy reviewed – no changes.	Rowan Pettitt
16/05/18	Play Leader changed to Pre-school Leader	Ellie Hibberd
02/10/18	Policy reviewed – no updates	Donna Manser
01/10/19	Policy reviewed – no updates	Donna Manser
23/10/20	Policy reviewed – no updates	Anna Shelbourne
22/09/21	Policy reviewed – no updates	Anna Shelbourne
29/09/22	Policy reviewed – no update	Anna Shelbourne
01/09/23	Policy reviewed – no update	Charlotte Gibbins
01/09/24	Policy reviewed – no update	Charlotte Gibbins
01/10/25	Reviewed - Removed Herbert Persey & Mr Wyley as points of contact. Some minor spelling and grammar corrections.	Clare Livingstone
01/11/26	Policy reviewed – no updates	Clare Livingstone