

## Lord's DAY NURSERY

### Missing Child Procedure

Children being children, they are not always where they should be or where you expect them to be. Rarely, this may happen when the child have moved unexpectedly, in the case of this, I have established a procedure to be followed to ensure that the child is located and returned to an adult's control as quickly as possible. In my setting, the procedure is as follows:-

1. The lead practitioner arranges for the other children to be satisfactorily supervised.
2. The surrounding area is checked properly to see if the child can be located in particular areas such as toilets, cupboards or other areas of a size capable of hiding a child.
3. Enquires are made of any other adult in the vicinity.
4. If the child cannot be located then the officer in charge must be informed
5. The officer in charge will inform:-
  - a) **The police or any other appropriate emergency service.**
  - b) **The parent/carer of the child.**
  - c) **The appropriate OFSTED officer on this number  
03001231231**

The officer in charge must keep in mind at all times and act upon the primary principle laid down in the Childrens' Act. **The welfare of the child is paramount.**

Lord's Day Nursery Reviewed: December 2017

Next Review Date: December 2018