



Lost or Missing Children

Created: July 2026
To be reviewed: July 2027

Company Reg.No. 08812259

Registered Office: Brooke Road, Walthamstow, London E17 9HJ

Charity Reg. No:1157645

All practitioners at Little Learner's Nursery Group have the highest regard for the safety of the children in our care. The nursery team will always be extremely aware of the potential for children to go missing during sessions and will ensure that exits

and entrances are kept secure and that all safety precaution and mechanism are in working order.

Even when all precautions are properly observed, emergencies can still arise. Therefore practitioners will undertake periodic head counts, especially at the transition points between sessions (in addition to the registration procedures set out in the Arrival and Departures policy). If for any reason a member of staff cannot account for a child's whereabouts during a session at the setting, the following procedure will be activated:

- The Manager or person in charge and the rest of the nursery team must be informed that the child is missing.
- A thorough search of the entire premises will commence.
- Immediately after a thorough search, if the child is still missing, the manager or person in charge will inform the police and then the child's parent/carer.
- The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The manager or person in charge will nominate as many staff as possible to search the area surrounding the premises.
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the nursery grounds.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other staff members will maintain as normal a routine as is possible for the rest of the children attending the setting.
- The manager or person in charge will be responsible for meeting the police and the missing child's parent/carer. The manager or person in charge will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.

Once the incident is resolved, the manager or person in charge and the nursery team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the settings Risk Assessment policies).

All incidents of children going missing from the setting will be recorded on an Incident Record Sheet, and in cases where either the police or social care have been informed, Ofsted will also be informed, as soon as is practicable.

Local police number 0208 509 3127 (Waltham Forest) 020 8984(Dagenham) 1212Or 999 in an emergency.

