



St. Elizabeth's Nursery

Procedure for a Missing Child

In the unlikely event of a child going missing from our setting, or being lost on an outing the following procedure will be followed:

- Two members of staff would be left in charge of the remaining children while,
- One member of staff makes a thorough search of the premises and surrounding areas.
- If the child is still missing, then the police will be called immediately.
- The police will then advise us on informing the parent/guardian of the child and the next steps to take.
- The Committee Members will be notified of the actions taken.
- Ofsted will be notified of the incident, the actions taken and the future plans to ensure a similar event does not occur.

Policy dated June 2025