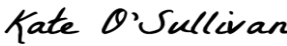



Lost Child Procedure from the Setting NMS 5.1

We are committed to promoting the safety and welfare of children and young people. In the unlikely event of a child going missing within/from the setting, we have the following procedure which will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search.
- The Children and Young People's Development Officer will be informed immediately along with the GGCA Management Team and all other staff in the building. Some staff will be deployed to start an immediate thorough search of the building, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children and young people so they remain supervised, calm and supported throughout
- The manager will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted
- A second search of the area will be carried out
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children and young people at the setting
- The manager will meet the police and parents
- The manager will then await instructions from the police
- In the unlikely event that the child is not found, we will follow the local authority and police procedure
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- CIW and RCT Play must be contacted and informed of any incidents
- With incidents of this nature parents, carers, children, young people and staff may require support and reassurance following the traumatic experience. Management will seek to provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced
- Internal use only.

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		13.10.2025
Olive Frances Vice Chair of Trustees		13.10.2025