

Developing a Lost & Missing Children Procedure

Providers must take all necessary steps to keep children safe and well – **Statutory Framework for the Early Years Foundation Stage 2025 (GP 3.97 & CM 3.97)**

The procedure for a lost/missing child within the setting must include:

- How you keep children safe within the setting for example registers of children and staff with times of in and out,
- Security of the setting both inside and outside.
- Recording visitors within the setting, risk assessments etc.
- The procedure for registration of children within the setting and how regular checks throughout the setting will be carried out and by whom.
- The roles and responsibilities of the staff within the setting should a child be reported missing whilst in setting.
- When and who informs the parent/carer that their child is missing, including timescales.
- The procedure to be followed when informing the police that a child is missing, including who the responsible/named person will be.
- Informing Ofsted within 14 days of the incident. [Report a serious childcare incident - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-a-serious-childcare-incident)
- The procedure to follow whilst awaiting the arrival of the police.
- How the incident will be recorded and where these records will be stored.
- How the staff will ensure, that children who are attending the setting, will remain adequately cared for. Ensuring ratio is being adhered too during this process.
- The procedure for reviewing risk assessment following such an incident.
- The procedure the setting have in place for 'critical' incidents

The procedure for a lost/ missing children on an outing:

- The roles and responsibilities of the staff on the outing in relation to a child being lost/missing.
- The procedure for registration of children and on-going head counts whilst out on an outing.

- The procedure for searching the area. Who will be involved, who needs to be notified, who will take account of the remaining children, remembering staff/child ratio.
- The procedure for informing the parents and police, including responsibility and timescales and how OFSTED will be informed of the incident, along with appropriate timescales.
- The procedure for the welfare of all the other children that have attended the outing.
- How the incident will be recorded and how these records will be stored.
- The procedure for reviewing risk assessments following such an incident.
- The procedures the setting follow during a 'critical' incident.

The procedure for a child or is deemed missing due to non-attendance:

- The procedure for following up a child who has not attended the setting, how is this recorded.
- If contact is not made through the parents/carers, what is the next step?
- If a child is a LA funded child and is persistently failing to attend the setting what is the procedure for notifying the funding team.

The policy should be reviewed:

- Following any occasion when any part of the procedure has been implemented.
- Whenever changes to legislation are produced.
- At least annually.
- The policy and procedure needs to be signed by the registered person, include reviewed dates and the next review due date.
- If any changes are made to the policy when reviewed the staff and/or parents need to be informed.

This information is provided for guidance only. It is your responsibility to ensure that all statutory legal guidance is adhered to. Consideration needs to be given to any changes in legislation subsequent to the production of this information.