

## Lost or Missing Child Policy

If a child in our care became lost, we will follow this procedure (depending on how long the child has been missing and where they were last seen):

1. Check all others are counted and reassured.
2. Check immediate area promptly and thoroughly.
3. Alert the police and other persons in authority in the area.
4. Contact parents and secondary contacts.
5. Contact Ofsted **0300 123 1231** and Sutton Multi Agency Safeguarding Hub **0208 770 6001** or **07736 338 962**
6. Record accurate details of what they were wearing, etc.
7. Record in accident and incident book.

### Review

The policy will be reviewed yearly, in May, and amendments and changes will be carried out in conjunction with the Pre School staff, through liaison by the Proprietor.