**Missing Child Policy and Procedure**

In the unlikely event that a child goes missing, the following procedure would be implemented:

* All staff will be informed that a child is missing
* All other children will be secured within the building with staff who will maintain as normal a routine as possible
* Allocated staff members will search the grounds
* If the initial search is unsuccessful, a member of staff will be sent by car to search the surrounding area
* The police will be informed, giving a clear description of the child and what s/he is wearing
* Parents/carers will be informed by telephone
* Staff will continue to search whilst waiting for the police and parents/carers
* The manager will liaise with the police and parents/carers and will record the incident in the Incident Log
* A review will be conducted regarding this and any other related incidents, along with relevant policies and procedures. We will identify and implement any changes as necessary. If the police or Social Care were involved in the incident, we will also inform Ofsted

**Useful numbers:**

**Stroud Police Station – 01452 753500**

**OFSTED – 0300 123 1231**