



Oakbridge Little Learners LTD
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MISSING CHILD

In the unlikely event of a missing child

On the premises:

- The manager will be informed, and a thorough search is carried out.
- If a child is not found, Police will be contacted immediately, and the parents/carers informed.
- Searches for the child will continue during this time.

Out of nursery premises:

- The manager will be informed and an extensive search of these premises will take place.
- If child is not found, Police will be contacted immediately, and the parents/carers informed.
- Searches for the child will be continued during this time.

Every effort should be made to remain calm and not cause distress to the remainder of the group.

When the Police have been contacted Ofsted will also be informed as soon as it is reasonably practicable.

The incident will be recorded and an investigation will take place to collect together the information of the incident to pass onto the enforcing authority.

The nursery does not allow any unauthorised person to take a child from our care without prior notice from the parents/carer.

In emergencies we follow the uncollected child policy.

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