



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgelittlelearners.co.uk
01543 686099



MISSING CHILD

Policy Statement

Oakbridge Little Learners Ltd is committed to safeguarding children at all times. Although the loss of a child is extremely unlikely, this policy outlines the procedures to be followed should a child go missing, in order to ensure swift, calm and effective action.

This policy should be read alongside the **Safeguarding Policy, Health, Safety & Hygiene Policy, Uncollected Child Policy, Lockdown Procedure**, and the **Parent Handbook**.

General Principles

- The safety and wellbeing of the missing child is the priority
 - All actions are taken **immediately**
 - Staff remain calm to avoid causing distress
 - Remaining children continue to be supervised appropriately
 - All incidents are recorded and reviewed
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If a Child Is Missing on the Nursery Premises

1. Immediate Action

- The **Nursery Manager** or **Deputy Manager** is informed immediately
- A thorough and systematic search of the premises is carried out, including:
 - All rooms
 - Toilets
 - Outdoor areas



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- Storage spaces

2. Escalation

- If the child is not located quickly, the **police are contacted immediately**
- Parents/carers are informed without delay
- Staff continue searching while awaiting police guidance

If a Child Is Missing on an Outing

1. Immediate Action

- The **Nursery Manager** is informed immediately
- Staff conduct an immediate search of the surrounding area
- The remaining children are supervised safely by staff

2. Escalation

- If the child is not located promptly:
 - The **police are contacted immediately**
 - Parents/carers are informed
- Staff follow police instructions while continuing to supervise the group

During the Incident

- Staff make every effort to remain calm and reassuring
- Remaining children are kept occupied and supported
- No unauthorised information is shared



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Notifications

- Once the police have been contacted, **Ofsted** is informed as soon as reasonably practicable
 - Any other relevant authorities are notified where required
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Recording and Review

- The incident is fully recorded, including:
 - Time and circumstances
 - Actions taken
 - People informed
 - A review is carried out to identify:
 - How the incident occurred
 - Any actions required to prevent recurrence
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Unauthorised Collection

The nursery does not permit any unauthorised person to collect a child without prior parental consent.

In emergency situations, the nursery follows the **Uncollected Child Policy**.

Policy Review

This policy is reviewed regularly to ensure it remains effective and compliant.

Created: August 2015

Reviewed: January 2026