



**Liskeard Child Development Centre
Sunshine Room**

50. Lost child procedure from CDC

In the unlikely event of a child going missing within/from the CDC, the following procedure will be implemented immediately:

- The CDC Teacher in Charge will be informed immediately and all staff present will be informed and deployed to start an immediate thorough search of the CDC, followed by a search of the surrounding area, ensuring that all other children remain supervised, calm and supported throughout.
- The Teacher in Charge will carry out a second search of the area.
- If the child has still not been accounted for, the Teacher in Charge will contact the police.
- The Teacher in Charge will also contact the parents of the missing child.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the CDC.
- The Teacher in Charge will meet the police and parents.
- The Teacher in Charge will then await instructions from the police.
- Any incidents must be recorded in writing as soon as practicably possible.
- Ofsted must be contacted and informed of any incidents.
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience, management will provide this.
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring to be reduced.

Internal use only

This policy was adopted on	
Signed on behalf of the CDC	
Date disseminated to staff	
Date for review	