



Missing Child Policy

Statement of Intent

At Toddington Childcare and Forest School, the safety and welfare of all children in our care is our highest priority. We are committed to providing a safe, secure, and nurturing environment where children can learn, develop, and thrive.

Whilst the risk of a child going missing is extremely low, it is essential that all staff are aware of the procedures to follow should a child be suspected missing whilst in our care.

Procedure

If a child is believed to be missing, the following procedure must be followed immediately:

1. The staff member who suspects a child is missing must inform the Setting Manager and responsible DSL/DDSL without delay.
2. Staff should quickly check with colleagues to establish whether the child has been seen recently and confirm their last known location.
3. The child's attendance register must be checked to confirm that the child is unaccounted for.
4. Staff should conduct an immediate search of the premises, including:
 - All play areas
 - Toilets and cloakrooms
 - Under tables and furniture
 - Storage areas and cupboards
 - Any other potential hiding places
5. If the child is not located within the setting, designated staff members should extend the search to:
 - The school playground
 - Routes leading to the school entrance
 - Surrounding outdoor areas, including Forest School areas where applicable
 - Any other areas accessible from the setting
6. Staff should ask any adults or members of the public in the vicinity whether they have seen the child.
7. If the child is still not found after the immediate search, the Setting Manager or responsible DSL/DDSL must contact the Police immediately, providing:
 - The child's name, age and description
 - Details of clothing worn

- The time and location the child was last seen
- Any relevant medical or safeguarding information
- 8. The Setting Manager or responsible DSL/DDSL must contact the child's parent(s) or carer(s) to explain:
 - That the child is missing
 - The actions taken so far
 - That the Police have been informed
- 9. The Setting Manager must notify Ofsted as soon as reasonably practicable and in accordance with statutory requirements.
- 10. The Setting Manager must inform the Chair of the Parent Management Committee.

Following the Incident

Once the child has been found and the situation resolved:

- A full written record of the incident must be completed.
 - The incident must be reviewed by the Setting Manager and Parent Management Committee.
 - Any lessons learned and actions required to prevent a recurrence must be identified and implemented.
 - Staff involved will be offered appropriate support and guidance.
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Policy Review

This policy will be reviewed annually, or sooner if there are changes to legislation, guidance, or following a significant incident.

Signed on behalf of Toddington Childcare and Forest School May 2026

Sarah Malcolm

Chair of Toddington Childcare and Forest School Parent Management Committee