

LOST CHILD POLICY

Procedure will be followed if a child goes missing:

Check with all staff members to see if they have knowledge of where the child could be.

Make an immediate search of the area and surrounding school grounds.

Inform members of Brook Field School in case the child has wandered into school.

If the child has not been found, contact and inform the police 999

The Police will need to know the following information:

- Time and place the child was last seen
- Description of the child
- Description of what the child was wearing
- Any other factors that may be important (e.g. if the child suffers from asthma, suspicious characters etc).

Inform Parent/Carers.

Inform the following:

LADO (Local Authority Designated Officers) Tel 01793 463854

Louise Chandler 07989224486 (Mon-Fri)

Along with our Early Years Quality Inclusion Team

**Early Years OFSTED
The National Business Unit
Ofsted**

**Piccadilly Gate
Store Street
Manchester
M1 2WD**

Tel 0300 123 1231

Complete an Incident Form.

Policy Re-adopted 8th October 2025 – R Cockbill Chairperson