

Lost or Missing Child

ABN-W11 | Issued August 2026 | Review August 2027

We use secure supervision and attendance procedures to prevent a child becoming lost or missing.

Prevention

- Children are signed in and out accurately.
- Doors, gates and boundaries are checked and supervised.
- Headcounts and name-to-face checks are used during transitions and outings.
- Children are released only to authorised adults.

If a child cannot be located

- Staff immediately alert Caroline or the most senior practitioner.
- The premises or outing area is searched systematically while all other children remain safely supervised.
- Police are called without delay when appropriate; parents are contacted promptly.
- Relevant safeguarding agencies and Ofsted are notified where required.
- Times, actions and decisions are recorded accurately.

After an incident

We support the child and family, preserve relevant evidence, cooperate with authorities and complete a thorough review. Procedures and risk assessments are strengthened where needed.

Questions or concerns

Questions? Contact Caroline Daniel, Owner/Manager, on 07720 313418 or admin@appleblossomnursery.co.uk.