



Forfar Education Missing Child Policy

Children are closely supervised throughout the day by Little Crickets Forest School staff. During the day, the children may move between indoor and outdoor activities under the supervision of staff. To further ensure the children's safety, we have the following systems in place:

- A register is taken at the beginning of each session, morning by 9 am and afternoon by 1pm.
- In the Nursery, the main door is kept locked at all times, and access is gained via Buzzer located on the right side of the green gates.
- All gates are locked during the day.
- If a child leaves during the school day for any reason, the parent must press the buzzer and wait for child to be brought to the green gate.

In the unlikely event that a child appears to be missing within the school/nursery, the following procedure will be followed:

1. A senior member of staff will be informed immediately, and all available staff present will be deployed to start an immediate and thorough search.
2. The Head or Deputy, or in their absence, will be informed and will also carry out a search of the area.
3. Other adults in the vicinity will be asked if they have seen the child.
4. After 15 minutes, in the event of the child not being found, the Head will immediately inform the police, the parents/carers.
5. During this period, staff will continue searching for the missing child, while other staff will work to maintain as near to normal a routine as possible for the rest of the children.
6. Any parent or carer who finds a lost child must bring them immediately back to the nursery.
7. The Head or Deputy will meet the parents/carers and police.

8. The Head or Deputy will await instructions from the police.
9. Any incidents where the child has been lost for longer than 15 minutes must be reported to the Group Safeguarding Lead, Jo Storey, as soon as possible and recorded on the appropriate platform.
10. Any incident where the child has been lost off-site must be reported as a “Near Miss” in the system.
11. Relevant local authorities and regulatory bodies will be contacted and informed of any incidents within 24 hours.

The Head of School/Nursery Manager must keep in mind at all times, and act upon, the primary principle laid down in the Children Act – the welfare of the child is paramount.

Policy Owner: Group Head of Early Years/ES

Last Reviewed: November 2025

Date of Next Review: September 2026