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|  **Comper Nursery School****Lost Child Procedure** In the event of a child being found missing during a school day or on an outing, the following procedure must be followed:  1. Check all possible places where the child might be in the immediate vicinity.
2. Talk to all staff members, additional adults and children to determine where/when the child was last seen. Talk sensitively to other children to avoid causing alarm.
3. If the child is not found after careful searching of the local vicinity within 10 minutes, raise the alarm by telephoning:

 * + The police on 999
	+ The child’s parents

 * + The Chair of Governors

 * + Education Safeguarding Advisory Team (ESAT)

  1. After the event, review security procedures and Risk

Assessments. Write new Risk Assessments, Evacuation Plans etc. as necessary.  1. Inform Ofsted

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| **CONTACT TELEPHONE NUMBERS**   Police Tel: 999  Comper Nursery School Tel: 01865 245768  Chair of Governors Tel: 01865245768 (ask at reception for CoG’s number) ESAT Tel: 01865 810603   Ofsted Tel: 0300 123 1231     |

 **Protocol Agreed by the Governing Body on:**  **Signed: …………………………………… Chair of Governing Body** **Review Date:** December 2026  |