

## LOST CHILD

Name of child                      Age of child                      Date of birth

Swan                      Cygnet                      Nest

Child last seen-

Place

Time

Inform nursery manager

Areas searched- start in child's own classroom-

Nest

Main playroom, behind furniture, in cupboards

Quiet room. Sleep room, under cots, in cupboards.

Nappy changing room.

Cygnet nursery

Front room, behind/under furniture

Quiet room, in storage slots, under white unit.

Toilet and art area

Swan nursery

Front room, behind/under furniture

Middle room in storage slots under furniture

Kitchen, in kitchen cupboards

Conservatory, behind furniture

Staffroom/Office

Under desk, behind boxes

Staff toilet

Garden

Behind/under large toys

Behind/under bushes

Garage-Is garage front door locked yes/no

Front garden

Inform Mrs Owens

Mrs Owens or Mrs King to inform the police and child's parents if the child cannot be found on the premises. Description and photograph to be given to the police.

All available staff to continue to search surrounding area.

Completed by

Date