



Lost or Missing Child policy

Statement of intent

The safety of the children is paramount. We ensure that we provide a safe environment and that security of the building, both inside and outside is not compromised at any time. However, sometimes children can become 'lost' and as the responsible carers we have a list of procedures in the unlikely event of a child going missing.

Procedure

As soon as a child is thought to be missing I will alert people around me that a child is lost

Where we (carers) are out together then one carer will stay with the children whilst the other will search the area

Where we (carers) are out alone then we will call our emergency contact (another carer) to come to the site to help search for the child

If the area has CCTV we will alert security so they can help with the search

A full description of the child will be given

When a child has not been found after 5 minutes the police will be called (999 or 112 from a mobile phone) A missing child is a priority to the police.

The child's parents will be contacted

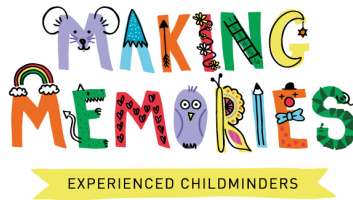
A thorough search will be undertaken of the last sighting of the child

Where the child is located, they may require lots of reassurance or perhaps first aid assistance.

The incident will be documented on an incident form and the parent/carer's will be required to sign the form to acknowledge the occurrence. The incident form will contain as much information that is known and the steps that have been taken to prevent it from happening again.

We will co operate fully with the police and provide them with any information required to carry out the investigation

Ofsted will be informed as soon as possible, but within 14 days



Prevention

We will take precaution to prevent situations like these happening, they are as follows:

- Children wear high viz jackets when we are out so they are easily identifiable
- We talk to the children about stranger danger, only talk to adults such as the police or someone wearing a uniform
- Put our telephone number in the high viz jacket or use a sticker
- Children will be encouraged to hold our hand

When a child attends another setting

We would expect parents to inform us if their child is not attending the setting. This is especially true if they attend another setting and we are responsible for collecting the child. If we arrive to collect the child and they are not there we will:

- Contact the parent
- Follow the other settings Lost or missing child policy or refer to ours if they do not have one
- Follow the procedure above

Risk Assessment

Where a child has gone missing from the setting we will follow the procedure above then amend our daily risk assessment. The area will be checked to ensure the safety of all the children in our care.