

Lost or Missing Child Policy

The care of your child is paramount and I will endeavour to keep them safe. I will supervise children at all times whether inside the setting or on outings, visits or trips to prevent a child becoming lost or missing.

Safety precautions will be taken by:

- Getting to know the child well before going on outings, visits etc
- Gaining information from all parents in relation to their child's understanding of safety procedures (e.g. do they have a tendency to run off/hide) and to ensure consistency between home and the setting
- Obtaining prior written parental consent to take all children on outings and visits
- Completing a risk assessment for all types of outings prior to the event
- Ensuring access to a fully charged mobile phone at all times
- Ensuring all parents contact details are reviewed on a regular basis to ensure they are correct and up-to-date
- Taking all parents' contact details on outings and visits
- Providing safety harnesses for young children if this is appropriate
- Providing wrist bands with my mobile number

Children will be prepared by:

- Broadening their understanding and helping them recognise appropriate adults to help them if they are lost or separated from an adult
- Being provided with activities within the setting to teach children how to keep themselves safe
- Being taught about the dangers of wandering off and talking to strangers
- Ensuring they understand the importance of holding an adults hand/ the pushchair when out, if age/developmentally appropriate.
- Ensuring they understand they must not leave the premises or go out of an adult's sight without telling them where they are going and why.

Procedure in the event a child becomes lost or goes missing:

In the setting:

- A thorough search for the child will be carried out in all areas inside the setting and in the garden, including all rooms, cupboards, outside buildings and sheds, ensuring all gates/fencing are still secure.
- It is important to remain calm, and reassure the other children in the setting
- If the child is not found call 999 and report the missing child to the police
- Contact the child's parents to inform them of the incident
- If the child lives within walking distance of the setting, make the journey on foot in order to see if the child has attempted to walk home, ask any adults met if they have seen a child walking alone

On outings:

- As soon as it is noticed the child is missing, search the immediate vicinity
- Raise the alarm with any adults around to enlist help to look for the child
- If in an area where there are security guards and CCTV cameras, alert the security staff immediately to coordinate a search
- Give a clear description of the child to those who are involved in the search
- Reassure any other children present
- Call 999 and report the missing child to the police
- Contact the child's parents to inform them of the incident

When the child is found:

- Talk to the child about the incident to provide support after the incident if appropriate
- Reinforce with the children what is expected of them whilst they are in the setting and on outings
- Review any behaviour management strategies accordingly
- Meet with the parents to sensitively discuss the incident and provide reassurance
- Review the risk assessment, making any necessary changes
- Review the routines and supervision of children
- Record the incident in the incident book
- Inform the public liability insurance company if appropriate
- I will inform Ofsted in writing
- If the case warrants a police investigation the setting will cooperate fully.
- Inform the Single Point of Access (SPA) Team if there is a safeguarding issue to address.

Date policy was written:

Date reviewed:

