



CHILD GOING MISSING POLICY

In the unlikely event that a child becomes lost whilst in our care and a thorough search of the premises has taken place the following procedure must be followed:

- Stay calm
- A member of staff should remain at the place of the last sighting ensuring all the other children are safe and accounted for, with a further member of staff searching likely places.
- if after a thorough search it proves unsuccessful in locating the child:

Contact the police on **0845 3300 222**

Contact parents immediately, or the emergency contact number

If a child is lost whilst on an outing the local police should be contacted along with any person in charge at the place of the outing I.e. manager of shop, zoo etc

After such an incident an internal investigation will take place to examine how it occurred and to put measures in place to ensure it does not happen again. This must then be sent to Ofsted as this is a significant incident that they must know about.

Preventative systems in place to minimize the risk of children going missing:

- front door locked
- secure windows
- vigilant staff
- children counted at regular intervals
- children registered on arrival and departure
- key persons of new children always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go
- parents are advised of our security measures and will be given opportunity to discuss any concerns, particularly if their child has an adventurous nature
- parents are made aware of the need of supervision of children at all times, especially of their responsibility to ensure their child's arrival and departure is noted by a staff member

Reviewed by: