



Lost Child Policy

The care of your child is paramount and that they remain with us and are safe both when on the premises and when out on trips. Our risk assessments and procedures ensure that it is highly unlikely a child can go missing but in the unlikely event the following procedures will be followed:

On the premises:

Once a member of staff has noticed a child is missing they will:

- Raise the alarm to the manager who will inform other staff and ascertain when and where the child was last seen
- The register will be checked to ensure all the other children are present and accounted for
- All doors will be checked to see if there has been a breach of security
- If the child is not found after a thorough search the police are notified followed by the parents
- A written report documents the situation and when all staff last saw the child and where
- A full investigation will follow and staff will comply with any police investigation. Disciplinary action will be taken if staff are found to have been negligent.
- Ofsted are informed as soon as possible and within 14 days. Parents may also raise a complaint.

We take precautions to avoid situations like this happening by implementing the following measures:

- The premises are checked every morning and evening to ensure the gates and doors shut securely
- The entrances are locked at all times during the day and the keys kept up high and out of reach
- The garden gates are kept locked at all times during the day and the code is regularly changed
- Every child is signed in and out as they arrive/leave
- Headcounts are taken during the day

When on a trip or excursion (including Forest School):

- We will immediately raise the alarm to all around us that we have lost a child and enlist the help of everyone around us to look for them
- If it is a secure area we will quickly alert the security staff so they can seal off exits and make use of CCTV
- We will reassure the other children with us, as they may be distressed, they will be taken back to the setting by other staff as soon as possible
- We will alert the police and provide a full description
- We will then alert the parents of the situation

We take precautions to avoid situations like this happening by implementing the following measures:

- Staff to children ratios are strictly adhered to and where feasible greater than the ratios as set out in the EYFS
- We risk assess any outing before we go and we will avoid going to places that are overcrowded, such as large busy parks during peak times
- Ensuring the children hold our hands and know about the importance of staying together

Original author and date created	Louise Adams, Director and Manager, January 2015
Date amended and author	Julia Knight, Director, May 2016
Next review date unless practices change and update required.	May 2017