

## Lost/missing child policy

### Aim of the policy

To give clear guidelines on what to do should a child go missing or become lost.

### Points to consider

We recognise the responsibility that we have when caring for children throughout the day. This includes children within the setting and children who are taken out for visits in the community.

We recognise that there are a number of situations where a child could become lost, including:

- Where a child wanders off on an outing
- Where a child escapes from the outside area
- Where a child is taken from the setting by an unapproved adult
- Where a child is lost within the setting

### We aim to achieve this by:

- Alerting the member of staff in charge immediately if a child is found to be missing.

If the child is on an outing, you must also contact the setting. They will make enquiries to the relevant members of staff as to when and where the child was last seen.

- Remembering the safety of the other children with regard to supervision and security.
- Ensuring the remaining children are sufficiently supervised and secure and having one or preferably two members of staff search the building/outside area straight away.
- Informing the police and the parents if the child cannot be found within five minutes. The operational team must also be informed at this time.
- Continuing to search, opening up the area and keeping in touch by mobile phone.
- When the situation has been resolved, reviewing the reasons for it happening, completing a risk assessment and taking measures to ensure it does not happen again.
- Making a full and detailed report and sending a copy to the director and Ofsted.