

LOST CHILDREN POLICY

The provision will ensure that the premises are safe and secure to ensure children will not be able to leave the premises without a staff member or other adult authorised by the parent/carer.

This Policy supports the 'Outings Policy' and will be implemented in the exceptional situation where a child either becomes lost whilst on a provision outing or leaves the provision's premises unaccompanied.

- Staff will ensure frequent head counts are carried out
- a senior staff member will be alerted and enquiries made as to when the child was last seen, and where
- the safety and security of the other children must be maintained and at least one adult must remain with these children
- as adult/child ratio will be reduced it is suggested that remaining children are kept suitably occupied
- at least one staff member will search the premises and any outside space in the immediate vicinity
- if the child is not found within 5 minutes then the Police and Social Services will be called, and the parent/carer and CSSIW informed
- the search will continue, and staff will keep in touch by mobile phone
- there will be a review of the situation which allowed the child to become lost and measures taken to ensure the situation will not happen again
- The parent/carer will receive written evidence of the review and measures being put in place to prevent further incidents.

Signed: Date:.....Review Date:
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