



Lost Child Policy

Lost Child Procedure

At our setting, the safety and well-being of every child in our care is our top priority. We take every precaution to prevent any child from becoming lost. However, in the unlikely event that a child does go missing, the following procedure will be followed:

Immediate Actions:

1. **Remain calm** to avoid causing distress to other children or adults.
2. **Gather all other children together** in a safe location. Reassure them and ask if they remember where the missing child was last seen.
3. **Conduct an immediate search** of the surrounding area, including retracing steps and checking all accessible rooms, spaces, or play areas.
4. **Alert other staff members** and ask for their help in the search.
5. **Check common areas** the child may go to, such as toilets, ball pools, or quiet corners.
6. **Use the public announcement system**, if available, to put out a call for the child.
7. **Ask members of the public or nearby staff** if they have seen the child.
8. **Do a final sweep** of the environment before escalating further.

If the child is not found within a short time:

9. **Contact the police** immediately, providing a detailed description of the child and the circumstances.
10. **Contact the parents/guardians** to inform them of the situation and reassure them that all steps are being taken to locate the child.
11. **Continue searching** the area thoroughly while maintaining regular communication with police.
12. **Liaise with the authorities** and follow their guidance until the child is found.



Preventative Measures:

To minimise the risk of a child going missing, we implement the following safety practices on all outings and in busy environments:

- Children are taught about **stranger danger** and the importance of staying close to staff.
- Children are encouraged to **hold hands**, hold onto the **pushchair**, or walk with a **reins/hand strap** when appropriate.
- We **avoid overcrowded locations** whenever possible.
- All children wear **high-visibility jackets** during outings to aid easy identification.
- **Regular headcounts** are conducted before, during, and after all outings.
- A **named list of children** attending each outing is maintained by the lead staff member.
- A **mobile phone** and **first aid bag** are always carried on outings.

Signed (Jess): Jess Burns

Signed (Scott) Scott Marshall

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