

Lost Child Procedure

If a child goes missing the registered person/manager/most senior officer on duty will redo a head count then initiate an immediate search of the premises/area by a member of staff without causing undue panic and keeping the other children safe.

If the child is not found then a member of staff will be allocated to search the surrounding area

If the child is still not found a member of staff will contact the police giving a full description of the child and requesting an immediate and full search of the area.

The parents/cares will be contacted.

At all times staff will ensure the safety of the remaining children is paramount giving due consideration to staff/child ratios.

After the incident a full written report of the incident will be recorded and copies given to all relevant parties involved.

A full review of security procedures will be carried out, guidance and procedures will be developed and implemented as required.

Reviewed- Oct. 15