

Lost Child Policy



Review schedule	Every 3 years
Last review	April 2024
Next review due	April 2027
Owner	Karen Roberts

Children's safety is always maintained at the highest priority both on and off the premises

In the unlikely event of a child going missing from SELFA the following procedure will be implemented immediately:

- All staff present will be informed and an immediate thorough search of the setting will be made followed by a search of the surrounding area, ensuring that all other children remain supervised throughout this time.
- The Activity Leader will carry out a second search of the area
- If the child has still not been accounted for, the Activity Leader will contact the police immediately.
- The Activity Leader will also contact the parents/carers of the missing child.
- The Activity Leader will contact the DSL at SELFA
- During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the setting.
- The Activity Leader will meet the police and parents/carers.
- The Activity Leader will then await instructions from the police.
- Any incident will be recorded in writing and a meeting with the parents/carers will be organised to create a risk assessment to ensure the risk of this happening again is low.
- OFSTED will be notified

In the unlikely event of a child being lost while on a trip or outing the following procedures will be followed:

- As soon as it is noticed that a child is missing staff on the outing ask children to stand with their designated person and carry out a headcount to ensure no other child has gone astray.
- One staff member to immediately undertake a thorough search of the immediate vicinity.
- Phone 999 (give your name, location, name and description of the child/staff, name of the nursery, and any other relevant information e.g., any medical conditions of child)

- All staff to be notified as soon as possible (if not already present), and to inform venue (shop, library, museum etc)
- DSL to be made aware and go to venue/ location.
- Lead staff to contact parents/ child protection officer and keep them informed of what is happening
- Staff to return other children safely to SELFA setting when DSL arrives.
- Lead staff to wait for police/ ambulance in case of injured persons
- Staff must do a written record of events.
- Notify Ofsted