

LOST CHILD POLICY DOCUMENT

February 2007

Links to EYFS 1.3 Keeping Safe

At all times, I will keep the children that I am caring for under close supervision and use walking harnesses, wrist straps, pushchairs etc where appropriate.

If at any time whilst I am out with the children, I suspect a child in my care is missing, I will follow the procedure below:

(If I am the only adult with the children):

- ♦ I will keep other children close to me by holding their hands or strapping them into a pushchair where possible.
- ♦ I will have a quick look around the immediate area and call the missing child's name loudly.
- ♦ I will ask any passers-by if they have seen the child.
- ♦ If, after a few minutes (no more than five), the child is still missing, I will call the police by dialling 999.
- ♦ I will call the parents immediately after this and explain my actions.
- ♦ I will continue to search the immediate area and where appropriate, inform staff of the situation and ask passers-by to help. I will continue to call the child's name whilst waiting for the police.
- ♦ The incident will be recorded in detail whatever the outcome.

(If I am with another adult who I know well)

- ♦ I will have a quick look around the immediate area and call the missing child's name loudly.
- ♦ I will leave other children with this adult and look further afield for the missing child, calling his/her name loudly.
- ♦ I will ask any passers-by if they have seen the child.
- ♦ If, after a few minutes (no more than five), the child is still missing, I will return to the other adult to check whether the child has returned.
- ♦ If not, I will call the police by dialling 999.
- ♦ I will call the parents immediately after this and explain my actions.

♦ I will continue to search the immediate area and where appropriate, inform staff of the situation and ask passers-by to help. I will continue to call the child's name whilst waiting for the police.

♦ The incident will be recorded in detail whatever the outcome.

Policy Completed by Jo Gilmour

Policy Review Date: January 2009

Copy Seen and Read by (Parent/Carer)

Date: