

Lost child

We have systems in place to minimise the risk of missing children:

- Children themselves, or the adult that brings them, sign in their entry and exit so we have a record of who is on site.
- All visitors must sign the visitors' book.
- Children in childcare can only be collected by a person authorised by the parent.
- Key persons take care to familiarise new children with the playground.
- Trips are advertised and planned.
- Ratios (a minimum of 3 staff and in line with ratio guidelines in Health and Safety Policy) and routines on trips are maintained
- Regular head counts should be made throughout all trips especially when boarding and alighting public transport
- Children being allocated to particular staff to minimise risks of missing children.
- Trips are carefully risk assessed and safety issues e.g. hand holding, walking and road safety are always discussed with children.

However, in the unlikely event that a member of staff noticed a child appeared to be missing, the following procedure will be put in place:

- Alert all members of staff urgently but with care, so as not to make other children worried
- Search the setting completely, inside and out
- Check the register. Has the child been collected or signed out?
- Make sure that there are no other children missing, and that they are not at risk
- Try to discover when the child may have gone from the playground (times will be important). Calmly ask the child's friend/s if they have any information
- Allocate staff to search the immediate surrounding area where possible (remember to maintain good staff ratios on site)
- Telephone the parent/carer, or the emergency contacts
- Telephone the police within 10 minutes of realising the child is missing (record all relevant details; what the child was wearing etc)
- Inform setting staff (if off site when child goes missing)
- Ensure incident is fully recorded and reported to the relevant IPA Designated Safeguarding Officer.
- See outings policy for missing child on an outing.