



Lost Child Policy and Procedure

Version Control

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1.0	Original Issue	Penelope White	13/06/2021
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Policy

The instructions are laid down regarding the security of the site whilst the kindergarten is operating, and these measures in the relevant risk assessments must be strictly followed each day.

Therefore, it is ensured that all areas including the rooms used, the exit doors, and the outside areas, are secure reducing the risk of a child becoming lost to a minimum.

As instructed in the risk assessments, the premises are checked daily to ensure the fencing, gates, and doors are in good condition. The interior gate is locked when the children are inside the site.

During the sessions the staff constantly supervise the children and are aware of the whereabouts of all the children including those who are using the bathroom. Therefore, staff should quickly become aware if a child is missing.

The procedure to be carried out if a child does become lost is laid out below.

Procedure

1. As soon as a child is thought to be missing when all the children are inside the caravan, a member of staff should check whether the exit doors are secure to determine if the child could have left the caravan, and also to check the doors to the toilet.
2. This member of staff should quickly and thoroughly search the Kindergarten grounds, whilst other staff continue to look after the other children and ensure they do not become aware of the problem and remain calm.
3. If the children are outside when a child is discovered missing, a member of staff should check the perimeter, and check any potential hiding places. The other children should come back into the caravan supervised by the other staff.
4. If the child is not quickly found it is important that the security of the premises is not compromised for the other children.
5. As soon as the child is found the member of staff in charge should be informed.
6. If these searches do not find the child and it is likely that the child may have left the premises the searching staff should then go and search the areas outside the perimeter fence.

Where possible searchers should have a mobile phone so they can be kept informed, and report when the child is found.

6. If these searches do not find the child, the Police should be called by ringing 999.

The aim should be to call the Police as soon as possible whilst first carrying out these searches thoroughly but promptly.

Once the Police arrive the staff in charge will appraise them of the situation and which searches have been carried out.

It is expected that the Police will advise on when to tell the parents of the missing child.

7. In these circumstances a decision will need to be taken to ask parents to collect the other children to allow the Police and staff to carry out searches, and to avoid

upsetting other children and parents.

Staff will need to ensure that they support each other, and ensure they seek help if suffering from any aftereffects of what could be a traumatic experience.

8. In any incident of a child becoming missing there should be a follow up meeting to discuss the incident, how it may have occurred, what changes in procedures are necessary to prevent a similar incident.
9. **All incidents should be reported to the Directors of the CIC and the local authority.**