

## **Lost child policy**

### **Methods**

A member of staff noticing a child missing from the setting should search carefully all areas used by the group since the child was last seen to eliminate these.

A staff member should contact a senior member of staff to organize a search of the rest of the building and outside area including all unused areas.

If the child is not found, the police and children's parents should be alerted.

The police can be given a photo and description of the child, if available.

Information may also be sought from other children of the group.

A member of staff may be detailed to search outside the building if there is any information to suggest the child's possible whereabouts or direction of travel.

Senior staff and some parents who may have arrived and may want to help in the search may liaise with other parents and in calling the police.

If the child is not found after 15 minutes the police will be called.

### **Lost on an outing**

A member of staff or other staff members ratio allowing will retrace their movements to the last place the child was seen.

Another member of staff will alert the management of the area being visited of the situation.

Children on the visit should be asked any relevant information if appropriate.

If the child is not found straight away the parents should be alerted.

If the child is not found after 15 minutes the police will be called.