

Lost Child Procedure

During Group Sessions

If a child appears to be missing from the group the following procedure must be followed:

Staff must notify the supervisor immediately.

The remaining children are to be taken to the story room by two members of staff.

The supervisor should check the register to ensure the child was present and initiate a headcount.

Supervisor to clarify the position with the staff to ensure that an authorised person has not collected the child.

The remaining staff should check all entrances and exits, and to search the building and outside areas.

If a child is not found the police must be notified immediately.

The parents must be notified and informed of the action taken.

Please remember that the remaining children should never be left unsupervised.

Outings:

If a child is lost during an outing the following procedures must be followed:

The supervisor/leader of the outing must be notified immediately.

The security personnel of the venue should be notified and a search should be undertaken.

The child's key worker and two other members of staff should be involved in the search, and therefore be on hand if the child is found in a distressed state.

Other children should be taken to a safe area and the register and headcount taken.

If the child is not found immediately the police must be notified.
The group should operate a touch base policy, where a designated member of staff will inform the parents/carers.

Reviewed by Louise Keyzer

March 2021