



October 2021

Lost Children Policy

Policy Statement

The safety of the children is paramount and the setting will make every effort to ensure that whilst on outings all children are closely supervised to ensure they remain safe and within the group. See the Outings policy for the procedures we have in place.

Procedure

In the extremely unlikely event that a child was to become detached from the group and become lost then we have the following procedure in place.

1. All staff and helpers to be alerted and a search made of the immediate and surrounding areas.
2. Depending on location, others alerted, for example if in a shop then the shop staff.
3. If the search proves negative then parents, police and Ofsted are to be informed.
4. Staff must ensure the welfare, both physical and emotional, of other children in their care.
5. Outing leader to provide the police with details of the child and incident.
6. The manager or their deputy to be responsible for gathering all relevant information and liaising with the required authorities and parents.

Parents are kindly requested to inform the manager or deputy if there is any risk of abduction from an estranged parent.

Staff are unable to prevent a parent taking their own child unless they have been given copies of any legal injunction preventing the parent having access.

Date written: _____

Date of review: _____