

Lost Child Procedure:

My highest priority is the safety and care of children. A thorough and regular **Risk Assessment** will be carried out at the Setting and before any trips or outings. I will supervise children at all times, at home and on trip and outings, but in the event that a child does become lost while in my care, this is the procedure that I will follow:

- I will call the child's name, and search the immediate area, while keeping any other children close to me, and reassuring them.
- I will raise the alarm with other people around me, and request their help.
- If the location employs staff, I will alert them and provide a description of the child so they can seal any exits, monitor CCTV and alert other staff to the situation.
- I will alert the emergency services, and give a full description of the child.
- I will inform the parents of the missing child and keep them up to date on the situation.
- I will inform the other parents of the situation, and request that they come and collect their children so that I can focus on finding the missing child.
- I will stay as long as possible, and render all assistance possible to the emergency services.
- I will record the incident fully, and follow my **Accident/Incident Policy**.

If parents have any concerns at all about this procedure, then I am happy to discuss it with them.

Signed:	Dated:	Review Date:
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