



Lost Child Procedure

The safety of all the children in our care at Dandelions Pre-School and Out of School Club is paramount and every possible precaution is taken to ensure it (see Dandelions Health and Safety Policy). An outings register is completed every time a child leaves the building with a member of staff and completed again on return. An outings mobile phone is provided for staff on outings for communication.

Although it is extremely unlikely that a child will get lost, there are a limited number of situations where it is possible. These are:

- Where a child wanders off on an outing (see section on 'Outings and Visits' in Dandelions Health & Safety Policy).
- Where a child escapes from the outside play area (see section on 'Outdoor Area' in Dandelions Health & Safety Policy).
- Where a child is taken from the setting by an unapproved adult (see section on 'Security' in Dandelions Health & Safety Policy).

Should a child become lost the following action will be taken:

- Alert the Room Supervisor/ Manager/ Deputy who will make enquiries of other members of staff to find out when the child was last seen and where.
- Remember the safety of the other children, with regard to supervision and security.
- One or two members of staff should search the building, outside area and immediate vicinity.
- If a child cannot be found within fifteen minutes, then the Police and parents must be informed.
- Continue to search, opening up the area, keeping in touch with a mobile phone if possible.

When the situation has been resolved, the reasons for it happening will be reviewed and measures put into practice to ensure that it does not happen again.

Adopted November 2014

Amended October 2015

Reviewed December 2015

Reviewed January 2017

Reviewed/ amended November 2017