

Procedure if a Child is lost or missing

I will take all reasonable steps to keep children safe when on outings and will carry out appropriate risk assessments before leaving the setting.

As I work alone, I will ensure that children are always closely supervised and that outings are carefully planned to minimise any risk of a child becoming separated from me.

Babies and young children are not expected to understand or follow instructions about what to do if they become lost. Their safety will therefore rely on close supervision, appropriate use of equipment such as pushchairs or reins where appropriate and always keeping children within sight and hearing.

When out with children, I will:

- Always keep all children close to me and use a pushchair, reins, or other appropriate safety equipment where necessary.
- Ensure children are always within sight and hearing and under constant supervision.
- Ensure children are supervised according to their individual age, stage of development and needs, recognising that I am the sole adult responsible.

If a child goes missing

If I discover that a child is missing, I will immediately:

- Check the immediate area and the last known location of the child.
- Check nearby hiding places, toilets, exits and any other areas where a young child may have wandered.
- Call the child's name and look for them while remaining alert to the safety of the other children in my care.
- Ensure that any other children remain safely with me at all times and are not left unsupervised.
- If appropriate and safe to do so, seek help from staff or responsible adults nearby to help with the search.
- Contact the police as soon as possible if the child cannot be found quickly, providing the child's name, age, description, clothing, and any other relevant information.
- Follow any instructions given by the police.

I will contact the child's parents as soon as possible and keep them informed.

Once the child is found, I will ensure they are safe, comforted and check whether they need medical attention or reassurance.

I will record the incident, including what happened, the actions taken and the outcome. I will notify Ofsted where the incident meets the criteria for notification, using the Ofsted serious incident reporting process.

Following the incident, I will review my risk assessment and procedures to identify whether any changes are needed to further reduce the risk of a child going missing.