Lost Child Procedure

Safeguarding and Welfare Requirements / 3.55, 3.64, 3.65, 3.73

Outing - In the unlikely event that a child is lost whilst on a Skylark Day Nursery outing the procedure is as follows:

- Immediately look for the child in the last known location, shouting their name and involving others in the search, whilst staff ensure the safety of the remaining children.
- Contact the police, giving the child's description (including clothing) and advise them that the child should be wearing a badge containing the setting's details. The parents'/carers' contact details must also be given.
- Inform the setting, letting them know that the police and the setting will contact the parents/carer.
- The setting owner must be informed.
- One member of staff is to stay where the child was seen last, while the rest of the staff and children return to the setting.

It is imperative that staff ensure that all children are wearing a setting identity badge before they leave for any outing. Staff should also have a list of the names of all children they are taking and their personal details.

A full incident log will need to be recorded and Ofsted informed.

Setting - If a child leaves the premises and/or is lost within the setting, the procedure is as follows:

- Staff should thoroughly check the premises and the outside area of the site.
- Contact the police, giving the child's description (including clothing). The parents'/ carers' contact details must also be given.
- Contact the parents/carers, talk to them calmly and give information.
- The setting owner must be informed.
- Children at the setting will need to be supervised by a minimum number of staff, while the rest of the staff search the area.

A full incident log will need to be recorded and Ofsted informed.

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Review Date	Name	Position	Signature

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