



LOST CHILD PROCEDURE

In the event of a child going missing the following course of action will be implemented:

1. A member of staff will check that all entrances/exits are secured and make safe as necessary;
2. Check all rooms on the premises paying particular attention to any likely hiding places;
3. Another member of staff will talk to the rest of the children – enquiring calmly when the lost child was last seen;
4. If following point one an entrance/exit has been found open that member of staff should check immediate vicinity;
5. If the child cannot be located the police and parents will be informed;
6. When the incident has been dealt with the responsible member of staff will complete the Footprints accident/incident book including a risk assessment and inform the Chairperson;
7. Throughout this procedure every effort will be made to maintain the staff: child ratio.

SEE ALSO ACCIDENT AND INCIDENT PROCEDURE AND POLICY

Date reviewed.....09 June 14.....

Signed.....

.....

.....

.....

.....