

Lost or Missing Children Procedure

The care of your child is paramount and I will ensure they are safe at all times.

I will safely supervise children when we go on outings or trips. I will teach the children about safety at home and when we are out and about.

However, as the possibility of any child becoming lost exists, I have written a set of procedures to be followed in case this situation was to occur., whilst your child is in my care.

- I will immediately raise the alarm to all around me that I have lost a child and enlist the help of everyone to look for them.
- If it is a secure area such as a shopping centre, I will quickly alert the staff so they can seal off exits and monitor the situation on any CCTV.
- I will provide everyone involved in the search with a description of the child.
- I will reassure the other children with me, as they may be distressed.
- I will then alert the police and provide a full description.
- I will then alert the parents of the situation.
- After I have contacted the parents and providing it does not interfere with my attempts to locate the child I will contact Ofsted at the earliest opportunity.

Whilst in most situations, these actions would be appropriate; they are intended to be a guide as opposed to a prescriptive set of actions.

I take precautions to avoid situations like this happening by implementing the following measures:

- Ensuring the children hold my hand, another child's hand or the pushchair whilst we are out and walking or in a crowded location.
- Avoid going to places that are overcrowded.
- On outings the children wear wristbands or equivalent with my mobile number on them.
- I teach the children about the dangers of wandering off and of talking to strangers.
- I teach the children to look out for each other and raise the alarm should they witness something untoward.
- In open public areas, where the children do not need close contact, then I will set reasonable boundaries to preserve their safety whilst allowing them freedom to enjoy the open space.
- Parents may agree additional measures with me to be taken whilst taking their children on outings.

The measures I take will vary according to the age, development and number of children in my care at any particular point in time