

Policy and procedure to follow in the event of a lost child

It is every employee of Little Learners Day Care responsibility to ensure that the safety and welfare of the children is paramount. The security of knowing where all children are of the highest priority.

In the event that child is reported missing, the following procedure will be followed:

- The team must remain calm, the manager on site will delegate the team and ask one team member to gather the children together and sit them down for a story or singing, all other team members will search the areas for the child, this includes any hidey holes such as under the coats in the cloak rooms, toilets etc...
- If on an outing, the same procedure will follow, one team member with the children and the other team members will search the whole area, behind equipment, bushes, trees, sandpit.
- If the search is unsuccessful, the manager will contact the emergency services and the parents. The parents will be updated regularly.
- It will be the manager on duty to report the incident information to the emergency services and support the parents.
- An investigation will take place, and the relevant agencies informed, MASH and Ofsted.

Measures put in place to minimise the risk of a child going missing:

- All doors remain closed and locked, only employees to open and close the door, ensure the door is locked.
- Safety gates must be closed at all times.
- The garden gate must be closed after the children come through it.
- Ratio's must be maintained at all times.
- Children must be checked in when they arrive and checked out when they leave.
- Any messages about early collection of a child to be share with all team members in the room and management.
- Children are count as they leave the building by a senior team member, counted into the garden, or the outing venue, regular headcounts are down when on an outing, and then counted as they line up to leave the garden or outing venue, and then counted back into the building. Team members are deployed evenly amongst the children, usually one team member at the start of the line, two in the middle and one at the back.
- When on outing, the children and team members wear high visibility jackets.
- On outing the senior team member will complete an outing form listing all children and team members on the walk, and ensure they have the outings phone.