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Registered Charity No. 802551

**MISSING OR LOST CHILD FROM SETTING POLICY**

The care and safety of all children must always be paramount and we comply with all safety procedures in our setting. Staff will always be extremely aware of the potential for a child to go missing during sessions.

Members of staff will undertake periodic head counts, especially at transition from Outdoor to Indoor Play. If for any reason a member of staff cannot account for a child’s whereabouts during the session this following procedure will be activated:

* The member of staff alerted to the missing child will inform both the Manager and the rest of the team that the child is missing and a thorough search of the entire premises will commence.
* The Manager will nominate two members of staff to search the area surrounding the premises.
* A member of staff will ensure that the other children attending are brought together and kept calmly in a safe place whilst the searches are carried out.
* If after 15 minutes of thorough searching the child is still missing the Manager will inform the police, the child’s parents/carers and the Chairperson.
* While waiting for the police and the parents/carers to arrive searches for the child will continue.
* The Manager will be responsible for meeting the police and missing child’s parents/carers. The Manager will co-ordinate and actions instructed by the police and do all they can to reassure the parents/carers.
* Once the incident is resolved all information will be recorded in the Incident Record Book.
* Risk Assessment and policy and procedures will be reviewed and discussed with all staff at the earliest possible time.

**MISSING OR LOST CHILD ON OUTINGS POLICY**

The normal procedure for outings arranged by Playgroup is that parent/carers accompany the children and remain their responsibility throughout the visit. If an outing is arranged where this is not the case, the following procedure will apply.

Our objective regarding a missing or lost child during an organised outing will be as follows:

There will always be a ratio of 1 member of staff or suitable adult to 2 children. Each adult is responsible for those 2 children in their care. Periodic head counts by the Manager will be carried out. If for any reason a child cannot be accounted for then the following procedure will be activated:

* The member of staff alerted to the missing child will inform both the Manager and the rest of the team that the child is missing and a thorough search of the entire area will commence.
* The Manager will nominate two members of staff to search the surrounding area.
* If necessary, the Manager will alert and co-ordinate with venue and their staff to help in the search.
* Members of staff and other adults will ensure that the other children are brought together and kept calmly in a safe place whilst the searches are carried out.
* If after 15 minutes of thorough searching the child is still missing the Manager will inform the police, the child’s parents/carers and the Chairperson.
* While waiting for the police and the parents/carers to arrive searches for the child will continue.
* The Manager will be responsible for meeting the police and missing child’s parents/carers. The Manager will co-ordinate and actions instructed by the police and do all they can to reassure the parents/carers.
* Once the incident is resolved all information will be recorded in the Incident Record Book.
* Risk Assessment and policy and procedures will be reviewed and discussed with all staff at the earliest possible time.