

Lost /Missing Child Policy

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Date originally written – 10.06.16

Reviewed – 02.06.17

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**Lost/missing child policy**

**Trips and outings**

•Prior to trips/outings senior staff should complete a risk assessment of the area and seek contact numbers where applicable; information should be shared with the Out of School Club staff.

•In the event of a lost child, the manager should be informed immediately. All other children and staff should group together immediately in one area. The lead person should inform all other staff of the situation and deploy staff where necessary.

•A search should be made of the immediate area and regular contact should be kept with the Out of School Staff and children to monitor the situation.

•In the event of the child not being found the manager should contact the child’s parent/carer, local police and the head teacher.

•Arrangements should be made for other children and staff to return to the setting – Scout Lands, 20 Evelegh Road, PO6 1DL.

**On Site procedure**;

•In the event of a child going missing or being lost on club/school premises the manager should be informed immediately.

•All staff should also be informed immediately.

•A thorough search should be made of the premises both internally and externally.

•The manager will inform the child's parent/carer and head teacher of the designated school as well as the local police. A full incident report will need to be completed following this incident.