



## Early Years Foundation Stage

### Lost Child Policy

The procedure to be followed if a child is lost from the setting or during an outing whilst in the care of the Provision:

- All children should be registered in and out of the Provision. It is important to check regularly that the correct numbers of children are present, particularly during an outing.

If it is established that a child is missing or lost, the following procedure will be followed:

If a child is lost from the provision we will ensure:

- The safety of the other children is maintained
- The immediate location including all rooms, cupboards and outside play areas are searched and the child's name is loudly called
- The child's parents are contacted
- The police are contacted

If a child is lost on an outing we will ensure:

- Prior to the visit we liaise with the establishment, with regard to their policy for lost children to establish if there is an identified meeting place etc.
- Ensure the safety of other children from the provision is maintained
- Check immediate location, retrace route taken, calling the child by name
- Contact the child's parents
- The police are contacted

Any incident will be documented by the person in charge of the child at the time, and stored as a confidential document and accessed with authorisation from the Head teacher or Manager. After such an incident, a review and update of the risk assessment will take place and any necessary staff training delivered or changes made accordingly as to the outcomes.

| <b>This policy was adopted on</b> | <b>Signed on behalf of setting</b> | <b>Date for review</b> |
|-----------------------------------|------------------------------------|------------------------|
| <i>1/3/2022</i>                   | <i>V Gipson</i>                    | <i>September 2023</i>  |