

## **NEW HOPE-WORCESTER**

### **LOST CHILD POLICY**

In the unlikely event of a child going missing from our care, the following procedure will be implemented immediately.

- The manager will be informed immediately and all staff present will be informed and deployed to start an immediate thorough search of the building inside and out. We will ensure that all other children remain supervised throughout.
- The manager will carry out a second search of the area.
- If the child still has not been accounted for, the manager will call the police.
- The manager will also contact the parents/carers of the missing child.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal a routine as is possible for all other children.
- The manager will meet the police and parents/carers.
- The manager will then await instructions from the police.
- Any incidents must be recorded in writing.
- Ofsted must be contacted and informed of such incidents.
- With incidents of this nature, parents/carers and children may require support and reassurance following such a traumatic experience.

### **DURING OUTINGS**

Regular head counts will be carried out throughout any outing away from our base. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately.

- The organiser will be informed immediately and all staff present will be informed and deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised throughout.
- If appropriate, on-site security will also be informed and a description of the child/children given.
- In the event of a child not being found, the designated person in charge will immediately inform the police.
- The designated person in charge will then inform the manager back at the setting who in turn will notify the child's parent/carer. In the event of all children and staff being out then children's' contact details will be taken on the trip by the person in charge.
- Staff from the base setting will be sent to assist the safe return of other children.
- During this period, staff will be continually searching for the missing child, whilst other staff maintains the safety of the remaining children.
- At least one member of staff will remain at the scene whilst others return to the setting with the children. This member of staff will continue searching for the missing child/children.
- The remaining member of staff will meet the police and parents/carers when they arrive at a designated point,
- Any incident must be recorded in writing and reported to Ofsted.

