



Lost Child Procedure

In the unlikely event of a child going missing within or from the Centre the following procedure will be implemented immediately:

- All staff present will be informed and an immediate, thorough search of the Centre will be made by designated staff, followed by a search of the surrounding area, ensuring that all other children remain supervised throughout.
- A staff member will notify the person in charge, whilst other staff continue searching.
- The person in charge will carry out a second search of the area.
- If the child has not been accounted for within 15 minutes, the person in charge will contact the Police. The person in charge will also contact the parents/carers of the missing child.
- During this period, the designated staff will continue to search for the missing child, whilst other staff maintain an as near to normal routine as possible for the rest of the children in the Centre.
- The person in charge will meet the Police and the parents/carers of the missing child on arrival.
- The person in charge will then follow instructions from the Police.
- Once located, the child will be re-assured by familiar staff and parents and checked for any signs of injury.

Following the Incident

- The incident will be recorded on the Southampton City Council Incidents and Near Misses on-line reporting System
- The incident and outcomes will be reported to the Chair of Governors as soon as possible on the day of the incident.
- OFSTED will be informed of incidents as required in line with their reporting procedures.
- When the situation has been resolved the Senior Leadership Team will investigate the circumstances and ensure measures are taken to minimise the risk in future
- The Risk Assessments and Policy will be amended if required.
- The Head of Centre will report outcomes to the Chair of Governors and/or Full Governing Body.

This policy was agreed by the Premises and Policies Committee of the Governing Body of Hardmoor Early Years Centre on 18th January 2017

Date to be reviewed: January 2020

Signed: *Maxwell*
(Chair of Governors)

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