



Lost Child on Outings policy

A unique child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe			

Statement

We attempt to minimise the occurrence of lost children by ensuring they are properly supervised by a parent/carer or member of staff at all times.

Method

Each child without a parent/carer on the outing will have a member of staff allocated to them, and the member of staff will be allocated a maximum of 2 children.

Outings will only go ahead if the Manager or Deputy Manager is present.

If the outing is leaving from the pre-school, a full head count will be carried out and a check of the entire building will be done, including hall, lounge, kitchen, bathrooms, garden and storage areas to ensure that all children are with the group.

Each key person will double check that all their key children are present within the group before leaving the premises

All children on the outing will have a wrist band on, with the name of the preschool and an emergency contact number

If a child becomes lost during the outing, the parent/carers or staff should contact the Manager. The Manager will then communicate with parents/carers, staff and children to gather information on the whereabouts of the lost child

Adults will be asked when they last saw the child, and what clothes they were wearing.

All adults will be asked to look for the child as they proceed with the outing, and a member of staff will stay at the pre-arranged Meeting Point so that if the child is found, this can be reported to the Manager or Deputy Manager.

All adults will be told that if they come across a child from the pre-school who is unaccompanied, they should inform the Manager.

The Manager or Deputy Manager will alert officials at the venue that there is a missing child and take their advice.

The police should be telephoned to report the situation and staff will follow their advice.

Where possible, at the end of the outing a member of staff will remain at the venue to assist in the search, and if successful, bring the child back. If the parents are not on the outing, the Manager or Deputy Manager will telephone the parents and advise them of the situation.

Once the child is found

The manager will discuss with the child's parents/carer the events surrounding the disappearance of the child. The Manager and Chairperson will write a full report in the incident book.

A letter is sent home with the children to give parents/carers brief, accurate information about the incident and to reassure them that measures have been taken to minimise it happening again.

The Manager writes an incident report detailing:

- the date and time of the incident
- which staff/children were on the outing
- details of the incident
- changes in pre-school policies needed to minimise reoccurrence.

If the incident warrants a police investigation all staff will co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff

OFSTED is informed.

The Pre-Schools' insurance company is informed.

Staff and parents should be asked to refer any enquiries they have or any enquiries from the media about the incident to the Chairperson of the Committee.