**35: Lost Child Policy**

Willows have the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions or outings.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts in addition to the registration procedures set out in the Arrival and Departures policy, periodic head counts will also be taken whilst on outings.

**Lost child – from the setting**

In the unlikely event of a child going missing within/from the setting, the following procedure will be implemented immediately:

All staff will be informed that the child is missing.

* Staff will conduct a thorough search of the premises and surrounding area.
* After 10 minutes the police will be informed. The manager will then contact the child’s parents or carers.
* The directors, Kym Elliston, Sara Pinch and Helen Howett will be informed and if possible they will make her way to the setting immediately.
* Staff will continue to search for child whilst waiting for the police and parents to arrive.
* We will maintain as normal a routine as possible for the rest of the children at the setting.
* The manager and directors will liaise with the police and the child’s parent or carer.

The incident will be recorded in the **Incident Record Book**. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

**Lost child – outings**

Regular head counts are carried out throughout the outing. In the unlikely event of a child going missing, the steps detailed in the **Visits and Outings Policy** will be implemented.

**Useful Numbers**

Local Police Service Desk: 101 or 01707 354000

Social Care Team: 01438 737400

Ofsted: 0300 123 1231