



St Paul's Childcare

LOST CHILD POLICY

Written in conjunction with (NMS 8, 14 and 22)

St Paul's Childcare will follow this policy, review it annually and update it as required.

The Person in Charge (Leader) of St Paul's Childcare will ensure that every member of staff understands this policy.

St Paul's Childcare will ensure that parents and carers are aware of this policy. We will ensure this policy is available to all via:

- *St Paul's Childcare website
- *The entrance of the childcare setting
- *St Paul's C/W Primary School website

The policy may be requested from Reception at St Paul's C/W Primary School

Policy last updated – September 2020

Next policy update due – September 2021

REVIEWED BY

Name

Signature

Date

_____	_____	_____
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Lost Child Policy

Aim

The aim of this policy is to ensure the safety of all children while attending St Paul's childcare in particular regards to children wandering away from the setting and becoming lost. St Paul's childcare will ensure that all procedures are robust and staff following this policy in the event of a child leaving the setting.

Rights of the child

This policy is part of ensuring that the St Paul's Childcare the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

Article 19: Governments should ensure that children are properly cared for and protect them from violence abuse and neglect by their parents or anyone else who looks after them.

Article 31: All children have the right to relax and play, and to join in a wide range of activities.

Lost Child Procedure

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

- Check the register to ensure all children are present and the child has not been collected. Confirm with staff that the child has not been collected
- A search of the surrounding area will be conducted immediately, ensuring that all other children remain supervised, calm and supported throughout
- The manager will contact the school office to enlist the help of additional staff to look for the child.
- If the child has still not been accounted for, the police will be called
- I will also contact the parents of the missing child
- During this period, the manager and staff from the school will be continually searching for the missing child, whilst maintaining as near to normal routine as possible for the rest of the children in the setting
- The manager will meet the police and parents
- Any incidents must be recorded in writing as soon as practicably possible
- CIW will be contacted and informed of any incidents within 14 days
- With incidents of this nature parents and children may require support and reassurance following the traumatic experience
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring to be reduced.

Signature:

Date:

Date of review: