

## 28: Lost Children

---

**Kidz Enterprise has 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, especially at the transition points between sessions (in addition to the registration procedures set out in the Arrival and Departures policy) and on outings.

### Lost child - from club premises

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

- All staff present will be informed and an immediate thorough search of Kidz Enterprise will be made followed by a search of the surrounding area. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- 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 still not been accounted for, the person in charge will contact the police
- The person in charge will also contact the parents/carers of the missing child
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at Kidz Enterprise.
- The manager will be responsible for meeting the police and the missing child's parent/carer. The manager will coordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the manager and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of Kidz Enterprise's Site Security and Risk Assessment policies).
- Any incidents must be recorded in writing using a Safeguarding Children Form, and in cases where either the police or social services have been informed, Ofsted will also be informed, as soon as is practicable.

### Lost child - outings

Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately

- All staff present will be informed and an immediate thorough search of the area will be made, 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 Kidz Enterprise who will contact the child's parents/carers giving details of what has happened
- Staff from Kidz Enterprise will be sent to assist the safe return of the other children if necessary
- At least one member of staff will remain at the scene whilst others return to Kidz Enterprise with the children. This member of staff will continue searching for the child/children
- The remaining member of staff will meet the police and parents/carers when they arrive at a designated point
- The registered person will inform Ofsted of any serious incidents.

Updated By: **Derek Beesley (Director of Childcare)**    Date: **6<sup>th</sup> March 2016**

Signature: *D. Beesley*

