

**Lost Child Policy**

I will take steps to minimize the risk of children becoming lost whilst in my care and will also take specific measures to assist in the recovery of a lost child at the earliest opportunity.

This will include:

* Undertaking location specific risk assessments where these are appropriate.
* Undertaking and updating a generic risk assessment for trips out.
* Identifying a meeting point in locations visited so that children know where to meet me if they become lost.
* Where relevant, pointing out to children the uniform of staff who work at a particular location so that they know who to ask for help.

The care of your child is paramount and I will always try to ensure that they remain with me and are safe. However sometimes a child can become ‘lost’, in the unlikely event that this happens this is the procedure I would follow:

* I will look around the area enlisting the help of other people in the area.
* If it is in a secure area such as a shopping centre, I will alert security staff.
* I will give people involved in the search a description of what the child is wearing and what they look like.
* I ask other children that are with me without causing them any distress.

If I have not found the child within ten minutes, I will:

* alert the police
* alert the parents involved

I will try to prevent situations like this by:

* Helping children learn about the dangers of wandering off.
* Encourage children to walk with me by holding hands, or the push chair.
* Telling children what to do if they find themselves lost.

After an incident, I will provide parents with an Incident Record Form to sign and I will inform Ofsted. I will also conduct a review to establish what went wrong and how it could be avoided in future.