

# Lost Child Policy

Our Policy and Procedure is designed to ensure there is a system to identify that a child is missing and can be located without any undue delay. In the unlikely event of a child going missing from the Centre or whilst on an outing, this procedure will be followed:

## Lost Within the Centre

All children are based in a specific play area – which has its own outdoor play area.

If a child goes missing:

- Search own play area in and out of doors thoroughly – look inside cupboards, home corner and under tables etc.
- Search other play areas and rest of centre thoroughly.
- Search immediate outdoor areas, car park etc.
- Contact University Security department on Emergencies – 32222 who will contact local police.
- Contact the parents notifying them their child is missing and you have contacted the police.
- Inform Angela Foley - General Manager or one of the management team who will inform the Board of Directors.

## External Visits

- All children must wear contact information during Outings and Trips
- All outings documentation is to be completed prior to leaving the Centre and on return – all sections must be clearly completed recording all names of children etc.,
- One member of staff must have a mobile phone – details of the number must be left at the Centre.
- Staff will be designated a group of children, children will be aware of whose group they are in.
- Periodical head counting throughout the trip/outing will help staff to identify if a child goes missing.
- On identifying a child is missing, report the missing child to the venue and seek assistance from them, notify venue that you are contacting police if the child cannot be located.

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- Contact the Centre with the child details, where lost / time and details of clothing worn who will inform parents directly.
- Contact police, they will advise from this point forward.
- Inform the General Manager or one of the management team who will inform the Board of Directors.

<b>This Policy was adopted on</b>	13 <sup>th</sup> July 2017
<b>Signed on behalf of the Centre</b>	Fiona Hakin
<b>Date for review</b>	13 <sup>th</sup> July 2018