



Procedure if a Child is Lost or goes Missing

While out on expedition:

We will safely supervise children when we go on outings or trips and undertake a risk assessment. We teach the children about safety when we are on outings and we do a headcount before, during and after our outing.

If a child goes missing in a public place i.e. Tablehurst Farm, we will alert the staff members and the police immediately and then the parents. If the children are not found within 10 minutes we will then contact Ofsted. Other children in our care will be kept with us and reassured, and we will always maintain within our ratios wherever possible.

If the child is not found the parents of our existing children will be informed and asked to come and collect their children, in order to continue our search.

A child goes missing on the premises:

We will alert the immediate staff members and designate one member to look for that child, while leaving the other children with another member of staff, and try to stay within our ratios wherever possible.

If the child is not found within 10 minutes, we will contact the police and then the parents. We would then contact the parents of the other children to collect the children so we could continue our search.