

## **PROCEDURE FOR DEALING WITH LOST OR UNCOLLECTED CHILDREN**

### **LOST CHILD**

If a child is lost whilst in the care of KEYfs, the most senior person on duty will ensure that the following guidelines will be adhered to:

- Ensure that all other children are safe and in the care of a responsible adult and that adult/child ratios are adhered to if possible.
- Search local area. Call child by given name.
- Raise the alarm, notify other adults in the area, give description of missing child, call other possible sources of help.
- The nominated person will call the police on 999.
- Follow instructions given by the police, ensuring that the situation is managed in a calm and authoritative manner.
- Assist in the care of the other children.
- Be available to give phone number of parents/carers, description of child, preferred name and any other relevant information.
- Most senior staff member to contact Parent/Carer of lost child.
- Contact Ofsted as soon as possible (within 14 days) in writing.
- After incident, all staff involved to review and evaluate procedures and amend if necessary.

**Commented [CR1]:** I think that a nominated person should be responsible for the management of this scenario eg Deputy Manager will take control of the situation and in their absence the next most senior person.

### **UNCOLLECTED CHILD**

- Ensure child is happy and comfortable with the situation.
- Give the child a toy or activity to distract them.
- Telephone contact number, if there is no answer, wait as they may be on their way or held up in traffic.
- When sufficient time has elapsed ring emergency contact number, which can be found on the admission forms which have at least two numbers on them.
- If a child is collected by other adult carer leave a note on the front door giving details of times and who collected the child.
- If no other carer is available and you must leave KEYfs, contact another member of staff to explain situation and ask for advice, leave note on door giving all times and location of child and a contact phone number.
- Take contact phone numbers with you, phone all numbers repeatedly until an adult carer is located.

This policy was adopted at a meeting of KEYfs held in October 2016. Reviewed Jan 2019  
Reviewed Jan 2022.

Signed on behalf of KEYfs:-

.....  ..... Deb J Manns (Owl)