

LOST CHILDREN POLICY

NQS 2.2.2 Version 1.10

The safety of the children in the Children's Centre is of prime importance to the staff and to the community. For this reason, the gates in the Children's Centre are designed to prevent children from opening them and it is therefore important for anyone entering or leaving the Children's Centre to ensure that all gates are secure when entering or leaving.

Procedure if a child is lost from the Children's Centre

- Report to the Director, in the Director's absence, the Nominated Supervisor will take responsibility
- The Director (or Nominated Supervisor) will organise the staff to search inside the building and the outside areas, instructing the staff to report back as soon as possible
- Staff member will contact Roxby Downs Area School
- If the child has not been found, the Director (or Nominated Supervisor) will then call the Police and provide them with the information they required. Immediately after this, the Director (or Nominated Supervisor) will call the parents/guardians and report all that has been done.
- The staff will continue to search the area reporting back in person to the Children's Centre at least every 15 minutes.
- If necessary, relief staff will be arranged to cover staff while searching.

Procedure if a child is lost on an excursion

- Make all other staff aware that the child is missing.
- Assign at least two staff members to remain with the children whilst the other adults search for the missing child.
- Staff searching should report back to the main group after 15 minutes.
- Contact Police, parents and Roxby Downs Children's Centre and report steps already taken.
- Await the arrival of the Police and act on their instructions

CREATED: January 2018

REVIEWED:

TO BE REVIEWED: May 2019

SOURCED: DECS Licensing and Standards
Workplace Health and Safety legislation
Children's Services (Child Care) Regulations 1998