



# Missing and lost child procedure

## Reducing the risk of missing and lost children

At Puddle Ducks, we have thorough systems and procedures in place to ensure the safety and presence of every child under our care. To uphold this commitment, we implement the following measures:

- Ensure children are supervised at all times
- Maintain appropriate staff-to-child ratios
- Monitor children in and out of the building, including trips and outings
- Ensure all visitors to the setting are supervised at all times
- Conduct daily risk assessments
- Ensure all doors and windows with external access are locked and keep the keys out of reach of the children
- Use safety gates to restrict external access
- Ensure that fences and gates fully enclose the outdoor areas
- Use hi-vis or reflective jackets on outings
- Conduct regular head counts

## Missing Child Procedure

In the unlikely event that a child is unaccounted for whilst in the care of Puddle ducks, staff will immediately action the lost or missing child procedure outlined below.

1. Conduct a headcount and check the register to confirm the child is lost or missing and has not been collected.
2. Look for the child and call their name loudly whilst ensuring the other children are suitably monitored and reassured by another member of staff.
3. Raise the alarm to other staff members, including the most senior staff member available, to conduct a physical search of the immediate area, including any common hiding spaces.
4. Conduct a thorough search of the immediate setting and surrounding areas. This should include checking access points to determine whether there has been a security breach.



5. If the child has not been found after 5 minutes we will call the police and contact the child's parents, carers or emergency contacts.
6. The manager will investigate the events, and staff must make a written record of their accounts.
7. The manager will notify Ofsted.

### **Missing and Lost Child Procedure on an Outing**

In the unlikely event that a child is unaccounted for whilst in our care on a trip or outing, staff will immediately action the lost or missing child procedure outlined below.

1. Conduct a headcount and check no other children are missing.
2. One staff member to conduct a physical thorough search of the immediate and surrounding areas whilst ensuring the other children are suitably monitored and reassured by another member of staff.
3. Raise the alarm to other staff members and staff at the venue, including the most senior staff member available, to conduct a physical search of the immediate area, including any common hiding spaces.
4. If absent on the trip or outing, the manager should be contacted and they should join as soon as possible.
5. If the child has not been found after 5 minutes, we will call the police, contact the child's parents, carers, or emergency contact, and keep them informed of what is happening.
6. The manager is to remain with any emergency services.
7. The manager will investigate the events, and staff must make a written record of their accounts.
8. The manager will notify Ofsted.