

## LOST CHILD

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AK-tivities are committed to provide a safe and secure environment in which children can grow and develop. Full details of the security arrangements in place can be found in the Safety and Security Policy.

These are the following steps that will be taken to prevent any child getting lost or going missing

- The arrival and departure time of all children is clearly marked on the register when children arrive or leave so it is always clear which children are present in the nursery.
- Children are regularly accounted for during the day as staff will make a regular head count
- checking the numbers of children present against the names of the children signed in on the register.

**In the unlikely event a child goes missing the following procedure will be implemented:**

- The person in charge will be notified immediately.
- A full headcount and roll call will be completed against the attendance register to
- Check the child is not being cared for in another room in the building.
- All staff present will be informed and an immediate thorough search of the school internally and externally will be made, ensuring that all other children remain being supervised throughout.
- If the child remains missing, the parents will be contacted and kept informed at all times.
- **At this point – which would be a maximum of ten minutes - the police will be contacted and the matter will be treated as an emergency.**
- A second search of the premises will be carried out while waiting for the police to arrive.
- Where it is safe to do so, two staff will check the immediate vicinity for the child. They would always have a mobile phone with them.
- Staff will then wait for the police to arrive and follow their instructions. The person in charge would continue to organise the search whilst awaiting the police.

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### After the Incident

- full report will be made to Cambridgeshire Council. Ofsted would be contacted and a written report sent by the Children's Centre Manager informing them of the incident.
- A full internal investigation will be carried out to collect information on what happened.
- Policies, Procedures and risk assessments will be updated as needed