



LOST OR UNCOLLECTED CHILD POLICY

LOST Child

In the unlikely event that a child is

1. Lost at Stepping Stones

- Ensure setting Manager or Playroom Manager is informed
- Inform Children's Centre Manager/Little Shoots Manager
- Contact parent/care giver
- Contact emergency number if parent /carer giver is not available
- Contact the police by dialing 999.

The relevant Information to be shared with police regarding Stepping Stones can be found beside the telephones in each office.

2. Lost on an outing

- Each child to have an identified accompanying adult carer. This adult carer must alert the senior person responsible on the outing.
- Venue to be alerted
- If remaining children can be adequately supervised then search to continue.
- Stepping Stones (office) to be informed.
- Parents/care giver to be informed by senior person responsible
- Emergency contact to be informed if parent/care giver is unavailable
- Contact police by dialing 999

A LOST CHILD IS ALWAYS CONSIDERED TO BE A SERIOUS INCIDENT.

- Designated Safeguarding Lead to investigate how the serious incident occurred, and take steps to minimize future occurrence.
- Designated Safeguarding Lead to inform Ofsted of the serious incident occurring (lost child)
- Designated Safeguarding Lead to inform Designated Officer for Allegations of serious incident occurring (lost child) on 0300 456 0108
- Designated Safeguarding Lead to inform Public Liability Insurer of serious incident occurring (lost child).

UNCOLLECTED CHILD

If a child is not collected at the end of a session

- Contact parent/care giver
- If no response, telephone the emergency contact.
- Ensure Setting Manager or Playroom Manager is informed even if they are not on the premises
- If no response from Parent/Care giver or Emergency contact after 1 hour then telephone the Multi Agency Safeguarding Hub on 0300 456 0108