Faenol Playgroup CIC

Policy Reference Number: 30

Children who are Lost or Missing Policy

This policy supports the outings policy and will be implemented in the event that a child becomes lost during an outing or while care is being provided by Faenol Playgroup CIC

It is the policy of Faenol Playgroup CIC **to protect children while they are with us and ensure they always leave our care with authorised persons.**

We do this by:

- Operating a system that ensures security of the premises, allowing only appropriate access and egress.
- Maintaining a register of children's attendance (including start and finish times).
- Operating a system of frequent head counts by staff.
- Maintaining a working telephone and/or mobile phone(s) with lists of contact numbers available and accessible.
- Carrying out risk assessments of the premises and activities that are regular and in response to need.
- Implementing an effective arrivals and collections policy.

In the event that a child is missed:

- A senior staff member is immediately alerted.
- Enquiries are made as to when the child was last seen, and where.
- The safety and security of children present is maintained and *at least one* adult remains with these children who are supported and kept occupied appropriately.
- An immediate search of the premises, any outside space and the immediate vicinity is carried out by as many members of staff available without placing remaining children at risk
- If the child is not found the police (who will advise about next steps to take) and parent/carer are called immediately.
- The search (if in line with police advice) continues, widening the search area, and adults keep in touch by mobile phone.
- After the event an incident form is completed immediately, describing exactly what happened. All the staff present, the child's parent/carer and the police should read and sign it and all records are filed in accordance with the health and safety legislation where necessary (contact Health and Safety Executive or visit www.hse.gov.uk).

- Care and Social Services Inspectorate Wales (CIW) is informed on the same day of the incident.

- Once the situation has been resolved Faenol Playgroup CIC reviews the reasons for it happening and takes any action necessary to prevent it from happening again.
- The parent/carer receives a copy of the results of the review
- Faenol Playgroup CIC's insurance company is notified.

This **When a Child is Lost or Missing**, policy and procedure was passed for use in Faenol Playgroup CIC

On:

By: Position:

Date of planned review: