

First Steps (Bath)

Lost Child Procedure

The safety of the children is of paramount importance at First Steps Bath. To prevent children from becoming lost, children are always supervised, doors and gates are kept locked, and an individual risk assessment is carried out for each outing. It is therefore very unlikely that a child would become lost but should the occasion arise, the following procedures will be followed:

Within the Centres

1. Staff will inform a Senior Manager.
2. All available staff will carry out a thorough search of the premises and gardens.
3. Staff will regroup the children to release as many staff as possible to join the search.
4. The search will be extended to the surrounding area.
5. The most senior member of staff present will then contact the Chief Executive, the child's parents, and the police. Any extended search would follow police advice and would be notified to the Trustees.
6. A detailed description of the child, including any special educational needs and any other helpful information, will be given, e.g.
 - clothes worn
 - any relevant health information
 - how the child relates to adults he/she does not know
 - any relevant family details
 - details of any other agency involvement
 - geographical areas already searched
7. The parents will be kept informed of developments.
8. All actions will be recorded in writing, and a thorough investigation made of the circumstances that led to the child becoming lost.
9. Ofsted will be informed

During an outing

The procedure above will be followed, and the most senior member of staff present will request help.

Policy linked to:

2m Safeguarding and Child protection Policy and Procedure

Policy updated by Lysha Goode and Ann Thurgood, Children's Service Managers, January 2013

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