



WHEN A CHILD IS LOST ON AN OUTING

On discovery of a lost child the supervisor must be notified immediately

Stay Calm:

- Ask adults and children if they saw the missing child go anywhere
- Reassure children if distressed
- Try to establish what the child was wearing for identification purposes
- Make manager and staff of establishment being visited aware, they may be able to offer help, eg tanoy system, close gates etc
- Divide adults into groups, one group to stay with children, rest to search in allocated areas
- Contact lost child office if appropriate
- If parent of lost child with group, stay calm and give reassurance, keep updated of action taken
- When thorough search completed, if successful, phone parent (supervisor must always take file of contact numbers) and calmly advise what has happened and action already taken/to be taken
- Phone 999
- Terminate outing and allocate staff member to ensure arrangements in place for early arrival back of children

This policy was adopted at a meeting of The Robin Nursery Committee

Held on

Date to be reviewed

Signed on behalf of the Nursery

Name of signatory (Chairperson)