

BEE ACTIVE

Lost child on outing Policy

Procedure to be followed in the event of a child going missing at, or away from, the setting

Ensure that I supervise your child closely when we visit places in the community such as the local parks, museums and shops (see Risk Assessment Policy and Procedure).

Ensure your child knows to stay close to Bee Active coaches when we are away from the setting, identify a meeting point on arrival at the venue should we get separated.

On discovering that a child has gone missing, I will:

- Immediately make a search of the surrounding area.
- Request help from people around me.
- If I am in a public building, I will alert the staff of the situation and ask for assistance in searching for the missing child.
- If I am in a place where it is possible to seal off exits and access CCTV, then I will request that this is done immediately.
- People involved in the search will be given a description of the child and what the child is wearing.
- I will reassure the other children in my care, as I am aware that this could become a distressing situation for them.

If the search is unsuccessful:

Ring the police, providing a description and keep searching the area.

Advise the relevant parents and/or carers know of the situation as soon as is reasonably practical to do so. After the event, I will record details in my incident log and ask parents to sign it.

We will consider any missing or lost child incident to be a 'significant event' and will therefore inform Ofsted. We will also review my policy and procedure to establish what went wrong and how it can be avoided in future.