

**LOST CHILDREN Version 1.14**

The safety of the children in the Children's Centre is of prime importance to the staff and to the community. For this reason, the gates in the Children's Centre are designed to prevent children from opening them and it is therefore important for anyone entering or leaving the Children's Centre to ensure that all gates are secure when entering or leaving. Staff will ensure that no children have entered any shed on-site prior to closing the door, or are outside unsupervised. Educators will ensure that they "spread out" to maintain required ratios when walking with groups to school and when practising Emergency Evacuations.

**Procedure if a child is lost from the Children's Centre:**

- Report to the Director; in the Director's absence, the Nominated Supervisor will take responsibility.
- The Director (or Nominated Supervisor) will organise the staff to search inside the building and the outside areas, instructing the staff to report back as soon as possible.
- Staff member will contact Keithcot Farm Primary School.
- If the child has not been found, the Director (or Nominated Supervisor) will then call the Police and provide them with the information they require. Immediately after this, the Director (or Nominated Supervisor) will call the parents / guardians and report all that has been done.
- The staff will continue to search the area reporting back to the Children's Centre at least every 15 minutes.
- If necessary, relief staff will be arranged to cover staff while searching.

**Procedure if a child is lost on an excursion:**

- Make all other staff aware that the child is missing.
- Assign at least two staff members to remain with the children whilst the other adults search for the missing child.
- Staff searching should report back to the main group every 15 minutes.
- Contact Police, parents and Keithcot Farm Children's Centre and report steps already taken.
- Await the arrival of the Police and act on their instructions.

**CREATED:** November 2007  
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**TO BE REVIEWED:** September 2022  
**SOURCED:** DECS Licensing and Standards  
 Occupational Health Safety and Welfare legislation  
 Children's Services (Child Care) Regulations 1998