



## LOST CHILD POLICY

The safety and care of your child is our highest priorities. While we strive to ensure that children remain safe and always supervised, there may be rare occasions when a child becomes separated from the group or leaves the premises unaccompanied. As responsible childminders, we have established the following procedures to be followed in such unlikely events.

### **If a Child Becomes Lost During an Outing:**

- Immediately raise the alarm and enlist the help of staff and others to search for the child.
- Alert security personnel promptly so they can secure exits and monitor CCTV footage.
- Provide all searchers with a detailed description of the child.
- Reassure and comfort other children who may become upset.
- Notify the police and provide a full description of the child.
- Inform the child's parents as soon as possible.
- Record the incident details in the incident log at the earliest opportunity, including the last known sighting and any unusual behaviour.
- Notify the Bromley Safeguarding Board at 0208 461 7373.
- Inform Ofsted at 0300 123 1231.
- Communicate with other parents to inform them of the incident appropriately.

### **If a Child Leaves the Setting or Building Unaccompanied:**

- Immediately raise the alarm and request assistance from everyone nearby to locate the child.
- Provide a precise and detailed description of the child.
- Conduct a thorough search of all rooms and outdoor areas.
- Alert the police and provide them with a full description.
- Inform the child's parents promptly.

### **Emotional Support:**

We recognize that during the time a child is missing—even briefly—all adults involved, including parents and staff, may experience fear, guilt, and distress. It is important to remember:

- The child may also have been frightened and will need comfort and reassurance.
- The child may be unaware that they have done anything wrong.

### **Preventative Measures:**

To minimize the risk of a child becoming lost, we have implemented the following precautions:

- Ensuring children always hold an adult's hand or remain in a pushchair when appropriate.
- Avoiding trips to overly crowded places.
- Securing all exits at the setting, including locking the porch door and fitting an alarm and bolt on the front door.
- Maintaining an up-to-date register of all children and visitors.

*Revised July 2025*