

Lost Child Procedure

Health and Social Care Standards:

3.14 I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.

3.15 My needs are met by the right number of people

3.23 If I go missing, people take urgent action, including looking for me and liaising with the police, other agencies and people who are important to me.

Children are signed in/out of a register when attending Stramash so that an accurate count of how many children are in attendance can be kept. Staff must be aware of how many children are currently signed in. Regular head counts are carried out on children throughout the session. Boundaries are visible and explained in an age and stage appropriate manner to children. Staff maintain a “lifeguarding” approach to children’s play - observing children as they play.

In the event of a child going missing during the session, the following procedure will be implemented immediately:

- Staff should alert one another that a child is missing
- Staff should gather all of the group together
 - A group of staff members should provide an activity for the children to do (story, music, games etc) to keep them together
- Confirm the child is not in the group / Alert the Team Leader
- A select group of staff should split up and thoroughly search for the child
 - Staff should check boundaries for any breaches, check hiding or blind spots and any buildings/shelters
- Staff should do a minimum of two searches of the entire area to confirm

If the child is not found **within 10 minutes**:

- Immediately contact the police - typically done by TL/SP
- Team Leader will contact the child’s parents/carers to inform them of the situation and the action taken
- Team Leader will meet with the parents/carers and police

Reporting the Incident:

- The incident should be investigated and statements taken
- The incident must be recorded in writing as soon as practicably possible
- The Care Inspectorate will be contacted and informed of the missing child
- Post-incident debrief will be conducted following any incident of this nature to ensure this does not reoccur.