

## Missing/Lost Child

At our Settings every effort is made to keep your child safe and secure whilst in our care. However, in the unlikely event of a child getting out of the Setting, the following procedure will apply:

- Staff will check all areas of the Setting including the garden.
- Parents/carers and the police will be alerted about the child's last known whereabouts and description of the clothing worn.
- Designated staff will search the area surrounding the Setting.

## Outings

When the children go on an outing from the Setting they will all wear identification labeled with the Setting's emergency contact telephone number. All staff on the outing carry a register with all the details of the children who are on the trip.

Mobile phones are always carried so staff can contact the Setting in the event of an emergency. A record of the mobile phone numbers will be given to the Setting and main school before leaving the building.

The child ratio to adults is always two children to one adult.

In the event of a child being lost on an outing the following procedure will apply:

- The immediate vicinity will be searched.
- Police will be called and given information regarding the child's description, clothing worn, etc.
- The Setting will be contacted to alert parents/carers.
- Staff and children will stay together until help arrives.