

Missing Child Procedure – Outdoors (Out with the nursery)

On noticing a child is missing:

- Shout out the name of the child for 5 minutes.
- Staff member in charge instructs other adult helpers on plan of action.
- If safe and appropriate, the group stays together and looks for the missing child.
- After 10 minutes the nursery is called and is asked to call the parent.
- After 15 mins the staff member in charge phones the police to let them know that a child has gone missing.

Activity/Hazard	Benefit	Risk	Children's Voice	Risk L/M/H	Precautions	Who/When
Lost child whilst outdoors	Children need to be given opportunities to learn and develop and meet their outcomes in different environments and settings.	Lost Child		M	Boundary/area checked. Lost child policy highlighted to all adults. Knowledge of children to be shared with adults and session planned to suitable age/stage of children. Boundaries clearly stated. Adult:child ratios followed and supervision stringent at all times	Staff