

LOST CHILD OUTINGS

Outings will form part of the regular curriculum of the setting. It is important that regular head counts of the children are carried out throughout the outing. In the unlikely event of a child going missing then the following procedure is to be followed.

1.Children will wear yellow tabards for easy visual sighting.This will have the name of the nursery and mobile phone number on for contact if child should become lost.

Each child will be assigned to a specific member of staff who will supervise them on the outing.

2. Should a child go missing all staff on the outing will be informed and an immediate search begin.All remaining children must be gathered together and kept under close supervision.

3.If there is on site security inform them and give them a description of the child and where they were last seen.

4.Person in charge must inform the nursery and in turn they must contact the parents/carer and the police.

5.If the search process is taking some time then other staff members should return to the nursery with remaining children, one senior member of staff must remain on site for the arrival of police and parents.

6.Staff member to liaise with police and parents, state time of disappearance and procedure followed to locate their child.

7.On return to nursery a clear and concise report must be written as to the events of the day, action taken to locate missing child and any changes which need to be implemented to ensure it does not happen again.

8.Report to be filed with OFSTED and copy for parents to verify action has been taken nursery to keep a copy for own records.