

Children who are lost or missing policy & procedure

This policy supports the outings policy and will be implemented in the event that a child becomes lost during an outing or while care is being provided by *Wenvoe Playgroup CIO*.

It is the policy of *Wenvoe Playgroup CIO* to protect children while they are with us and ensure they always leave our care with authorised persons.

We do this by:

- Operating a system that ensures security of the premises, allowing only appropriate access and egress.
- Maintaining a register of children's attendance (including start and finish times).
- Operating a system of frequent head counts by staff.
- Maintaining a working telephone and/or mobile phone with lists of contact numbers available and accessible.
- Carrying out risk assessments of the premises and activities that are regular and in response to need
- Implementing an effective arrivals and collections policy.

In the event that a child is missed:

- The Person In Charge is immediately alerted.
- Enquiries are made as to when the child was last seen, and where.
- The safety and security of children present is maintained and *at least one* adult remains with these children who are supported and kept occupied appropriately.
- An immediate search of the premises, any outside space and the immediate vicinity is carried out by as many members of staff available without placing remaining children at risk.
- If the child is not found the police (who will advise about next steps to take) and parent/carer are called immediately.
- The search (if in line with police advice) continues, widening the search area, and adults keep in touch by mobile phone.

- After the event an incident form is completed immediately, describing exactly what happened. All the staff present, the child's parent/carer and the police should read and sign it and all records are filed in accordance with the health and safety legislation where necessary
- Care Inspectorate Wales (CIW) is informed on the same day of the incident.
- Once the situation has been resolved *Wenvoe Playgroup CIO* reviews the reasons for it happening and takes any action necessary to prevent it from happening again.
- The parent/carer receives a copy of the results of the review.
- *Wenvoe Playgroup CIO's* insurance company is notified.

This **Children who are lost or missing policy and procedure** was passed for use in *Wenvoe Playgroup CIO*

On: 17/11/2025 reviewed no change

By: *Sandra Morgan*

Position: RI/Person in Charge

Date of planned review: Annually or sooner if changes in practice