



# Lost Child

## Policy statement

### Procedures

In the event of a child being lost, the supervisor will make a "headcount" of all the children present against the attendance register for that day to confirm that a child is missing and identify who the child is.

Staff will ensure that the child is nowhere in the building including the toilets or in the outside areas.

Staff will search beyond the Parish Room, in the road, in the park etc. or, if on an outing, at the venue that the children are visiting.

The children will be asked if they have seen the particular child.

The child's parent/carer will be contacted promptly in case the child has managed to get out of the supervised area.

The police will be alerted after the above procedures have been followed and there is certainty that the child is not on the premises and has not been removed by his/her parent/carer without notice to staff.

Tiggers recognises that it is important not to alarm the other children.

Full attendance records are completed daily. All telephone messages regarding absent children are noted and communicated to the supervisor, as are messages relating to the early pick up of children. Parents are requested to inform a member of staff before removing their child from the premises if picking up early.

## Further guidance