

Lost Child Policy

Our Policy and Procedure is designed to ensure there is a system to identify that a child is missing and can be located without any undue delay. In the unlikely event of a child going missing from the Centre or whilst on an outing, this procedure will be followed:

Lost Within the Centre

All children are based in a specific play area – which has its own outdoor play area.

If a child goes missing:

- Notify management that a child is missing.
- Search own play area in and out of doors thoroughly – look inside cupboards, mezzanine spaces, under tables etc.
- Search other play areas and the rest of centre thoroughly.
- Search immediate outdoor areas, car park etc.
- Contact University Security department on Emergencies – 32222 who will contact local police.
- Contact the parents notifying them their child is missing and you have contacted the police.
- The General Manager will inform the Board of Directors.

External Visits / Ad hock outings on the University of Leeds campus

- All outings documentation is to be completed prior to leaving the Centre and on return – all sections must be clearly completed recording all names of children etc.,
- Contact wrist bands must be worn by children attending during a planned external visit or an alternative method of identifying a Bright Beginnings child, for example sunhats displaying the Centre logo, should be used.
- One member of staff must have a Centre mobile phone – details of the number must be left at the Centre.
- Staff will be designated a group of children, children will be aware of whose group they are in.
- Periodical head counting throughout the trip/outing will help staff to identify if a child goes missing.

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- On identifying a child is missing during a planned external visit, report the missing child to the venue and seek assistance from them, notify venue that you are contacting police if the child cannot be located.
- On identifying a child is missing during an ad hock outing on the University of Leeds campus contact the University Security department on Emergencies – 32222 who will contact local police.
- Contact the Centre sharing the child details, where lost / time and details of clothing worn, who will inform parents directly, the General Manager is to inform the Board of Directors.

Reviewed by:	Fiona Hakin
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