**Trinity Tots Nursery**

**Lost Child From Outing Policy**

HSCS: 3.14, 3.17, 3.20, 3.23

At Trinity Tots Nursery we are committed to promoting children’s safety and welfare. This includes where children are on outings and visits. We carry out regular head counts of children throughout any outing or visit. In the unlikely event of a child going missing whilst on an outing we have the following procedure which we implement immediately:

All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing.

The Designated Trip Leader for the outing will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout.

If appropriate, on-site security will also be informed and a description given.

The Designated Trip Leader will inform the police if the child is not found after 10 mins.

The Designated Trip Leader will then inform the nursery who will contact the child’s parents giving details of what has happened. If the whole nursery is on an outing, all contact details will be taken on the trip by the Designated Trip Leader.

During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children.

It will be the Designated Trip Leader or the nursery manager’s responsibility to ensure that there are adequate staff to care for the children and get them back safe, that there is a member of staff to meet the police and someone to continue the search.

Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings

In the unlikely event that the child is not found the nursery will follow the local authority and police procedure

The Care Inspectorate must be contacted and informed of any incidents

With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience, management will provide this or seek further support where necessary

In any cases with media attention, staff will not speak to any media representatives

Post-incident risk assessments will be conducted following any incident of this nature to limit any chance of recurrence.