



Missing Child Policy (outings)

Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately:

- The organiser will be informed immediately and all staff present will be informed and 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.
- In the event of a child not being found, the designated person in charge will immediately inform the police.
- The designated person in charge will then inform the setting who will contact the child's parents giving details of what has happened. If the whole setting is on an outing, all contact details will be taken on the trip by the person in charge.
- Staff from the setting will be sent to assist the safe return of the other children where appropriate.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children.
- At least one member of staff will remain at the scene whilst others return to the setting with the children. This member of staff will continue searching.
- The remaining member of staff will meet the police and parents when they arrive at a designated point.
- Any incidents must be recorded in writing as soon as practicably possible.
- Ofsted 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.
- Post-incident risk assessments will be conducted following any incident of this nature to ensure this does not reoccur.

Internal use only

This policy was adopted on	
Signed on behalf of Spice Childcare	
Date for review	