



Lost Child Policy and Procedure

Child Missing from a Fizzy Fish setting

If a child goes missing from one of the settings, Fizzy Fish ensures the following procedure is carried out:

1. The Manager will carry out a thorough search of the surrounding area. This will include: all the rooms in the building, the outside perimeter and the surrounding streets within a mile radius whilst ensuring that all other children are supervised as per the normal ratios for the different age groups. If there are surplus staff, they will search for the missing child as well.
2. Gates and doors will be checked to ensure there has been no security breach whereby a child could exit the site. If this has happened, this could exclude some of the areas that need searching.
3. The Deputy Manager will check the register to make sure no other children are missing.
4. The Deputy Manager will talk to other staff or persons present to establish what has happened and inform the Manager of any relevant information.
5. If the child cannot be found, the Manager will contact the police (999), the child's parents/carers and Front Door For Families (01273 290400). The Manager will meet and liaise with the above persons as necessary.
6. If the child is found, the Manager or a staff member at the venue will care for and comfort the child, bearing in mind they may have been distressed by the incident.

Lost Child on an Outing

If a child goes missing on an outing, Fizzy Fish ensures the following procedure is carried out:

1. A head count of all children will be taken immediately to ensure that no other children are missing. This will be checked against the register.
2. A member of staff will search the immediate vicinity, whilst ensuring the remaining children are adequately supervised.
3. If the child cannot be found, they will inform the Manager, the police (999), the child's parents/carers and Front Door For Families (01273 290400). The Manager will then make their way to the location and liaise with the police and child's parents/carers. All the other staff and children will return to the setting.
4. If the child is found, the Manager or a staff member at the venue will care for and comfort the child, bearing in mind they may have been distressed by the incident.

After The Incident

A full report will be written up on an Internal Investigation Form. This will then be passed to Ofsted and Brighton & Hove City Council's Early Years.

Associated forms:

Internal Investigation form