



St.Lucia's
Upton Magna
St Lucia's Primary School & Nursery
3.65 & 3.72
(EYFS S.F 2014)

Policy for a Lost Child on an Outing

The Nursery will:

- Undertake a site visit prior to the visit to carry out a risk assessment.
- Ensure that there is an appropriate adult to child ratio at all times. This will be determined by a risk assessment.
- Prior to any outings children and adults will discuss the importance of keeping with the group and what they should do if they become separated from the group.
- Whenever possible ensure that children can be easily identified e.g. by wearing Nursery T-shirts or sweatshirts.
- Arrange for everyone to meet up at least once during the outing to do register.
- Designated adults must have a fully charged and in credit mobile phone with relevant contact numbers.
- Follow the procedure carefully in the event of a child going missing, and inform the child's parents/carers as soon as possible.

Procedure to be followed if a child is lost on an outing:

If a child goes missing from an outing the setting ensures that the following procedure is carried out.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One member of staff searches the immediate vicinity but does not search beyond that.
- If after 5 minutes, the child is not found, the help of officials on the site will be sought.
- The person in charge of the setting is informed if he/she is not on the outing. He/she makes her way to the venue to aid the search and be the point of contact for the police as well as to support staff.

- The person in charge of the setting contacts the child's parent/carer who makes their way to the setting or outing venue as agreed with the person in charge.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The person in charge contacts the chairperson of the management committee who comes down to the setting as soon as possible.

The investigation

- The governing body carries out a full investigation taking written statements from all the staff present on the outing.
- The key person/ staff writes an incident report detailing:
 - the date and time of the report;
 - what staff/ children were on the outing;
 - when the child was last seen on the outing;
 - what has taken place on the outing since then; and
 - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the child went missing, and the report shared with the child's parents/carers, police and site management.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; Shropshire Council's Health and Safety officer may want to investigate and will decide if there is a case for prosecution.
- Ofsted is informed.
- The School Insurance is informed.
- The leader will maintain contact with the family and offer support.
- The incident will be evaluated and the policy & procedure will be reviewed.
- The practice will be improved if deemed necessary.

This policy and procedure was reviewed and adopted at a meeting of St Lucia's Nursery governing body _____

Signed on behalf of the governing body

Role of Signatory _____

This policy and procedure will be reviewed annually.