**Missing or Lost Children Procedure**

Whilst it is extremely unlikely that a child will go missing, should this happen, the following procedure will be followed:

An immediate search of the premises or area will take place inside and out. We will be on the lookout for any persons acting suspicious in the area.

If on an outing we would immediately raise the alarm to all around, and enlist any help available to search for the lost child giving a full description of the child and their clothing.

We will ensure that other children are adequately supervised.

If the child is not found within 15 minutes then police and parents should be contacted in that order.

During this time, we will continue to search the surrounding area, widening the search over time. We will use a mobile phone to keep in touch with other childminder assistants and parents if possible.

When the child has been found we should meet as soon as possible to re-do the relevant risk assessment.

Ofsted will be informed as soon as reasonably practicable yet not later than 14 days after the event has occurred.

A look at risk assessment for the setting will be carried out and changes to policies and procedures put into place to keep children safe.

The care of all children is paramount. We will always try to safely supervise children when on outings or trips.

We will teach children about safety when out and about particularly about the dangers of wandering off and talking to strangers.

We will try to avoid going to places that are overcrowded.

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