



BBUFA Crèche Procedure for Lost Children

It is the responsibility of the leader of the crèche to ensure that children do not go missing.

We have the highest regard for the safety of the children in our care. The crèche team will always be extremely aware of the potential for children to go missing during a crèche session. The leader of the crèche will undertake periodic head counts.

If for any reason a member of the crèche team cannot account for a child's whereabouts during a session the following procedure will be activated:

- The member of staff will inform both the crèche leader and the rest of the staff team that the child is missing.
- A thorough search of the entire premises will be commenced. The crèche staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- If the child is not on the premises the search will be widened to include the surrounding area.
- If after 15 minutes of thorough searching the child is still missing, the crèche leader will inform the police and the child's parents/carer.
- While waiting for the police, searches for the child will continue. During this period other members of staff will maintain as normal a routine as is possible for the rest of the children. The correct adult child ratios will be maintained at all times.
- The crèche leader will be responsible for meeting the police and the missing child's parent/carer. She will co-ordinate any actions instructed by the police, and do all she can to comfort and reassure the parents/carers.
- Once the incident is resolved, the development manager, the crèche leader and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular attention to reviewing security on site).
- Inform all relevant parties of findings, implications and outcomes of review.