



# Lost and Missing Child Procedure

In order to avoid losing a child when on an outing or within the setting, you may wish to consider some of the following actions and precautions:

## Within the Setting

- ensuring external doors and windows are always locked;
- fit an alarm or chime to doors and gates;
- keep door and window keys out of the reach of children;
- prevent children from accessing open windows;
- use a safety gate to restrict access to external doors;
- supervise children carefully when close to external doors or open windows;
- discuss rules for closing gates outdoors;
- discuss places that are off limits outdoors;
- ensure garden areas are secure, fully enclosed and any low fences/gates are monitored well;
- only allow tradespeople (who need the setting's doors unlocked for extended periods of time) access outside of working hours;
- have a doorstep collection and drop-off policy so external doors are only opened very briefly;
- discuss the dangers of leaving without an adult;
- complete a risk assessment of the house and garden.

## On Outings

- give children reflective jackets to wear;
- provide wrist tags with the childminder's contact number for children to wear;
- keep younger children in a buggy while walking;
- teach children to hold onto a buggy;
- use reins for younger children;
- use walking ropes for multiple children;
- carry out regular headcounts;
- avoid large, crowded venues;
- use a buddy system so children always have a hand to hold;
- teach children to stop on command;
- introduce rules and boundaries for outings;
- wear a whistle that the children know to listen for if they wander too far;
- rehearse what children should do if they can't see a member of staff;
- visit venues ahead of time to carry out a risk assessment;
- set a designated meeting place;
- carry cards with recent photos of the children and emergency contact details;