

### **Procedure if a child is lost or goes missing**

We will safely supervise children when we go on outings or trips. We will teach the children about safety when we are out and about.

But if a child goes missing, we will take all necessary steps to locate the missing child. We will of course contact the parents of the given child, and reserve the right to contact the Police directly ourselves should we feel it be appropriate.

The chances of losing a child are of course extremely unlikely given the small number of children we care for.

### **Procedure if a child is not collected**

If a child is not collected within half an hour of the expected time, we will try calling the parents' contact numbers. Then we will try the emergency contact numbers.

During this time, we will continue to safely look after the child.

We will continue to try the parents' contact numbers and emergency numbers, but after 2 hours from the original agreed collection time, we will then tell the local authority duty social worker.

Please also see our Dropping Off and Collection Policy.