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**Lost Child Policy**

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| EYFS: 3.4 , 3.5 and 3.20 - 3.29, 3.66 |

***Date of Last Review: 06/10/2023***

***Date for Next Review: 06/10/2025 (unless legislation changes)***

***Trigger is In Place For Next Review***

**3, The Old Hospital, Field Stile Road, Southwold, Suffolk, IP18 6LD.**

We will safely supervise children when we go on outings or trips and undertake a risk assessment.

We will teach the children about safety when we are out and about and tell them what to do if they do become lost according to their age and stage of development. For example, when we get to the park we will talk about where to go if they cannot see a member of staff and think that they are lost. We will also teach the children about stranger danger and shouting NO if they feel threatened.

If a child goes missing, we will first check our arranged meeting place. We would also shout their name and do a quick search of the immediate area. We would ensure that the other children in our care were together and with us, by recalling them to our muster point. If the child cannot be found then we will tell the police, provide a description of the child and their clothing, and search the area.

If a child goes missing in a public place e.g., a library, park, shop or shopping centre we will also alert the staff, park warden and security staff.

Other children in our care will be kept with us and reassured.

We will advise the relevant parents as soon as is reasonably practical to do so.

After the event we will record the incident and inform Ofsted.