Procedure if a child is lost

Children are very curious and given the opportunity may wander away from a home, garden or playgroup if a door or gate has been accidently left unsecure. Children can also become ‘lost’ in busy places. The safety of your child is paramount and I will always try to ensure that they remain with me at all times.

I take the following precautions to avoid situations like this from happening:

* Ensuring all exterior doors, safety gates, garden gates and fences are secure in and around my home.
* Ensuring children are safely supervised on trips outside my home. Small children will be placed in appropriate buggies and/or safety harnesses. Older children will be instructed in safety issues.
* Avoid going to places that are overcrowded.
* I teach the children about the dangers of wandering off and of talking to strangers.
* I will keep an up to date photograph of each child (renewed monthly, or when their appearance has changed like after a haircut) on my phone to show to the police when looking for a child

It is vital that you let me know if your child is prone to ‘wandering off’ or likes to play ‘hiding’ games to avoid any unnecessary panic when out and about.

In the unlikely event of a child going missing or becoming ‘lost’ whilst in my care I will take the following steps:

* I will immediately raise the alarm to all around me that I have lost a child and enlist the help of everyone to look for them
* I will provide everyone involved in the search with a description of the child.
* I will reassure the other children with me, as they may be distressed. If possible I will leave the children with a responsible person that I know has been Disclosure Checked, for example another registered childminder, while I continue to look for the missing child.
* If the child is not found in the immediate area within 5 minutes, I will then alert the police (by using 999) and, provide a full description and show them a recent photograph.
* I will also alert the parents of the situation and continue to help on the advice of the police.
* I will inform CIW of the incident within 14 days
* I will also do an internal investigation on how the incident happened and take any action necessary to prevent a recurrence.
* I will inform parents, CIW and my insurance company of the results of the review.

Useful Numbers :

Aberystwyth Police Station tel no: 01267 222020

Social services duty desk tel no: 01545 574000

Out of hours duty desk tel no: 03004 563554

This policy was designed by Little Rosebuds with regard for the [**Regulations and National Minimum Standards for Regulated Childcare for children up to the age of 12 years**](https://careinspectorate.wales/regulations-and-national-minimum-standards-child-care-and-play), (NMS) including:

* Standard 5.1: Records that must be kept and maintained on the premises - A statement of the procedures to be followed in the event of a relevant child being lost or not collected.

**And The Child minding and Daycare (Wales) Regulations 2010**

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| Date this document was last updated – | 25/04/25 – reworded whole policy  |
| Dates reviewed – | ~~25/04/25~~, 16/06/25 |
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