It is the responsibility of the senior staff member in charge to ensure that all children are present and accounted for at all times. Every staff member is responsible for ensuring that the children are adequately supervised and are safe at all times.

The Statutory framework for the Early Years Foundation Stage (Sept 2021) states that:

*3.29 Children must usually be within sight and hearing of staff and always within sight or hearing.*

**In the event of a child being lost whilst on the setting premises:**

1. Raise the alarm to a senior member of staff
2. Carry out a headcount and compare to the register. This should be confirmed by another member of staff.
3. Carry out a quick but thorough search of the premises and of the immediate surrounding area whilst ensuring that the safety of the other children and staff ratios within the setting are maintained.
4. If the child is safe & is located quickly, report the incident to the proprietor at the earliest opportunity.

**If the child is not found:**

1. Contact the police by dialling **999**
2. Contact the child’s parents
3. Ensure that the safety of the other children and staff ratios within the setting are maintained.

**If a child is found to have left the premises unsupervised:**

1. The child’s parents are informed of the incident.
2. The senior staff member in charge at the time of the incident writes a full report of the incident.
3. The proprietor conducts an investigation of the incident and immediately puts in place any changes to routines, procedures or to the environment that will ensure that such an incident does not occur again.
4. The incident is reported to Ofsted within 14 days.

**In the event of a child being lost on an outing away from the setting:**

1. On outings away from the setting parents are required to attend and to be responsible for their own children. This is made clear in information that is given to parents prior to the outing and parents are verbally reminded of this in a briefing before embarking on the outing.
2. In the event of a child being lost on such an outing the parent responsible for the child should inform a staff member as soon as possible if they have been unable to locate their child by carrying out a quick search.
3. Most public venues have their own procedures in place in the event of a lost child. Rainbow’s End staff will be aware whether the venue has such a procedure as this will have been recorded in the setting’s risk assessment prior to the outing, and will have been shared with all staff.
4. The Rainbow’s End staff member should report the lost child immediately to a member of staff of the venue who should immediately put the venue’s own procedures into action.
5. On outings away from the setting staff members are not directly responsible for any children. This being the case, as many staff members as possible should help with the search for the child, starting from the area where the child was last seen.