# LOST CHILD PROCEDURE

If a child goes missing while in Amberley’s care, the staff member with the child will inform the person in charge without delay.

The manager will:

* Instigate a search of the premises/area without causing undue panic amongst other children
* If the child is not found, the police will be contacted on the emergency phone number of 999.
* If the child is not found on the premises (or the immediate area if on an outing) widen the search to the surrounding area.
* Contact the parents to inform them
* Maintain correct adult child ratios
* Review security procedures after the event
* Complete a thorough investigation and inform all relevant parties of findings, implications and outcomes of review

Policy revised December 2018 Lisa Gray