**LOST CHILD POLICY**

The care of your child is paramount and at My Childcare and Me we will always try to ensure that they remain with staff members and that they are safe. However, sometimes children become ‘lost’ in busy places and therefore, as responsible childcare providers, we have written a procedure that will be followed.

In the unlikely event of this happening:

* A staff member will immediately raise the alarm to all around then that they have lost a child, and enlist the help of everyone to look for them;
* if it is a secure area, such as a shopping centre, the staff member will quickly alert the security staff so they can seal off exits and monitor the situation on any CCTV;
* The staff member will provide everyone involved in the search with a description of the child;
* The staff member will reassure other children with them, as they may become distressed;
* The staff member will then alert the police and provide a full description;
* The Management Team or our director Jade Ashman will then alert the parents of the situation.

We take precautions to avoid situations like this happening by implementing the following measures:

* We ensure that children hold staff member’s hand or pushchair whilst out;
* We avoid going to places that are overcrowded;
* on outings, the children will wear wristbands with My Childcare and Me number on them;
* We teach the children the dangers about wandering off and talking to strangers.