

NORTH WEST CHILDRENS  
SUPPORT GROUP



**NORTH WEST CHILDREN'S SUPPORT GROUP**  
**PROCEDURE FOR LOST CHILDREN**

This procedure must be read in conjunction with the following  
NWCSG Policies:- Safeguarding Policy

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## **NORTH WEST CHILDREN'S SUPPORT GROUP** **PROCEDURE FOR LOST CHILDREN**

There are a limited number of situations where a child could become lost.

These are:

- Where a child wanders out of the building
- Where a child wanders off on an outing
- Where a child is taken away by an unapproved adult

Should a child become lost the following actions should be taken:

- Alert other volunteers close by
- Alert the holiday leader
- Ensuring that the remaining children are sufficiently supervised and secure, a search of the immediate vicinity should be made.
- If the child is not found within 15 minutes then the police and the child's parents must be informed.
- When the police have been notified helpers should continue to search, widening the search area and keeping in touch with mobile phones if available.

When the situation has been resolved all parties involved should meet to review the reasons for it happening and take measures to reduce the risk of it happening again.

The above procedure also applies to any vulnerable individuals within our care.