



Lost Child Policy

In the event of a child being lost during a JIGSAW activity, all efforts to find the child will initially be low-key to avoid other children becoming distressed.

1. The situation will be reported immediately to the Events coordinator.
2. All attempts will be made to locate the child as a matter of urgency.
3. If using an outside facility, the staff of the facility will be notified.
4. If the child is not located after this initial search & the parents are not present they will be contacted to inform them of the situation and find out if they have any suggestions, e.g. places the child might have hidden before etc.
5. Contact the police, informing parents as soon as possible.
6. JIGSAW lead coordinator to be informed at earliest opportunity if not present and the Directors of JIGSAW to be informed in due course.
7. Social Services to be informed as appropriate.
8. Procedures and policies to be reviewed and risk assessment put in place if required.

If any person is not happy with the action taken they should make a complaint in the first instance to the outing coordinator. If they are not happy with the outcome, they should make a formal complaint to the Directors of JIGSAW. Alternatively, they may complain direct to Social Services.

