



Lost child Policy

Children's safety is maintained as the highest priority at all times, both on and off premises. Every attempt is made to ensure the security of children is maintained at all times. In the unlikely event a child becomes lost whilst in the care of the Nursery, the Nursery will put into practice its missing child procedures. These ensure that a systematic approach to finding the child is taken and consideration is given to the levels of risk to the child.

Lost Child Policy Objective

In the event that a child is lost, we will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained for other children at nursery whilst procedures are followed.

Lost Child on Nursery Premises Procedures

- The Manager must be informed immediately that a child appears to be missing.
- The Manager will check the register to confirm the child's attendance at Nursery.
- The Manager will send a member of staff to make a quick search of all rooms and cupboards and all areas in the Nursery including all outdoor play space and separate building I.E baby room pod
- If still unsuccessful, the Manager/leader will then send a member of staff to make a further search for the child as well as inform the settings registered person. The search will start with the member of staff going on the road outside the Nursery and checking the road area, by any parked cars and other visual obstructions, also crossing the road to view both directions. He/she will then go into the Nursery to check with the staff there and notify them. Then a detailed check of the outside and garden area including checking all gates and doors to see if there has been a breach of security, before reporting back to the Manager. This will be done as quickly as possible.
- While the further search is made, the Manager will make enquiries of all adults at the Nursery to establish the last sighting and time, clothes that the child was wearing, and the mental state of the child (happy, upset etc). Checking CCTV to see if the child can be located.
- The Manager will then telephone the police and report the situation and follow their advice.
- The Manager will telephone the parent or carer and report the situation. The Manager will ask the parent to come to the Nursery, by using the normal route. The Manager will then send any other members of staff to make a search of the area and continue the search until instructed otherwise.

- Telephone lines should remain as free as possible so that messages are not delayed.
- Nursery activities for the remaining children will continue as normal and staff not involved in the search will give the remaining children proper attention.
- The Manager will arrange the registered person to meet and to carry out an investigation.

Lost Child Whilst Out of the Nursery Premises Procedure

We attempt to minimise the opportunity of lost children by ensuring they are properly supervised by a parent, carer or member of staff. Each child without a parent or carer on the outing will have a member of staff allocated to mind them, and the member of staff will be allocated a maximum of 4 children.

The procedures are:

- A meeting point will be established with adults and as far as possible the children.
- If the child is lost on the outing's venue, the supervisors will insist that all adults and children return to the meeting point and will dispatch staff to search for adults and parents.
- A count will be made to confirm all who are present. Adults will be asked when they last saw the child, and what clothes he/she was wearing. All adults will be asked to look for the child as they proceed with the outing, and a member of staff will stay at the meeting point so that if the child is found, this can be reported to the senior person.
- The senior person will alert management at the venue that there is a missing child and take their advice.
- The police should be telephoned to report the situation and staff will follow their advice.
- If the parents are not on the outing, the senior person will telephone the parents and advise them of the situation.
- Where possible, at the end of the outing a member of staff will remain at the venue to assist in the search, and if successful to bring the child back.
- The senior person will contact the management and registered person to carry out an investigation.

Incident Reporting

Finally, a report should be written by the key person/member of staff/Leader as soon as possible after the event.

This report details:

- The date and time of the report

- What staff/children were in the nursery/on the outing and the name of the member of staff responsible for the missing child.
- When the child was last seen
- What has taken place at the nursery/on the outing since the child went missing.
- The estimated time the child went missing.

The manager will also carry out an investigation into the event and take written statements from all involved members of staff.

These reports with details of the procedures followed, the actions and outcomes will be sent to Ofsted with an action plan. The incident will also be recorded in the Accident/ Incident Book.

Date:

Signe on behalf of the nursery by:

The date for review: