



## **Lost Child Policy**

It is our intention to make our settings and visits and outings as safe as possible for children in our care

### **Aim**

We aim to ensure that staff are well trained in our policies and procedures for keeping children safe and in the unlikely event that a child is lost that the following procedures are put into place forthwith.

### **Methods**

To achieve this aim, we operate the following lost children policy. This is supported by in depth risk assessments and other procedures being in place

### **Lost Child Policy –within the setting**

Staff are to be aware of the number of children in their care both within the rooms and outside in the garden. A register should always be recorded. Staff are to have an awareness of the whereabouts of children in their care.

You should make sure all doors and gates both internal and external are always securely locked or fully closed.

If you become aware that a child is lost

1. Check headcount
2. Get another member of staff to supervise other children
3. Retrace all steps and check all rooms in the building, including toilets and cupboards
4. Inform the Manager

If the child cannot be found the Manager will then inform the police and parents/carers immediately

### **Lost Child – on an outing**

**During nursery outings it is imperative that the following be carried out**

1. Written agreement by the parent. /carer of a child
2. If it is appropriate a visit to the venue to check potential risks
3. Risk assessment and outings forms to be fully completed with staff members full names and times etc
4. Children to wear an identification sticker stating name of nursery and telephone number
5. Staff to take children's parent contact details
6. Ensure regular headcounts are taken in accordance with the outings sheet
7. In accordance with the outings sheet check that the mobile telephone is charged

In the eventuality that a child is no longer with the group

1. **STAY CALM** –ensuring all other children are safe and supervised and that staff know the situation
2. Report any missing child to a staff member of the venue
3. Retrace route checking behind all doors and in cupboards or other obvious places a child may be able to hide or get lost in
4. Inform the Manager at the nursery of the situation who will in turn inform the police and parents / carers. This will allow you to continue the search.
5. Take other children back to the method of transportation ensuring they are still supervised closely

We are required to inform Ofsted at the earliest opportunity of any such incidents. This is detailed in the section in this pack '**Informing Ofsted**' which indicates all areas which in Ofsted require notification

### History

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changes to content.
5	01/11/2020	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	5	01/11/2020

This document has been electronically approved; hence it contains no signature(s).