



MISSING OR LOST CHILD PROCEDURES

We are required by OFSTED to have a Missing or Lost Child Procedure. The security procedures that we have in place make this a very unlikely event.

To ensure that children are not lost while in the care of the nursery we:

- Carefully supervise children at all times.
- Maintain appropriate staff/child ratios at all times.
- Closely monitor children in and out of the building.
- Closely monitor children on outings and trips.
- Ensure that visitors to the nursery are supervised at all times.

In the unlikely event of a child being lost while in our care the following procedures will be followed:

- Staff members will immediately undertake a thorough search of the nursery and the immediate vicinity, and the nursery manager will be notified.
- If, following a thorough search of the nursery and immediate vicinity, the child cannot be found the Police will be called and the child's parents will be notified without delay.

In the unlikely event of a child being lost while on a trip or outing the following procedures will be followed:

- Staff members will immediately undertake a thorough search of the immediate vicinity.
- Staff members will be assigned to organise the supervision of other children on the trip in a safe area.
- The nursery manager will be notified.
- If, following a thorough search of the immediate vicinity the child cannot be found the Police will be called and the child's parents will be notified without delay.

In the event of a child being lost while in our care we will also:

- Undertake a thorough and comprehensive investigation.
- Inform OFSTED.
- Keep the parents of the child concerned fully informed throughout.

Take any action required following the investigation to prevent this happening again.