

ABC NURSERY POLICIES AND PROCEDURES**POLICY 5: Lost Child**

- 5.1 Every effort is made to ensure the safety of your child whilst using the nursery. This policy sets out our procedures for maintaining safety of the children in our care and dealing with the unlikely event of a child going missing.
- Where a child wanders off on a nursery outing. (see Escort policy)
 - Where a child leaves the nursery premises through the hall door or from the garden area.
 - Where a child is taken from the nursery by an unapproved adult.
- 5.2 All parents must ensure that they sign their child in at the beginning of the day and sign their child out at the end of the day. Senior staff supervising the hall must ensure that this occurs.
- 5.3 If parent's daily contact number is different for that day then they must notify the senior member of staff supervising the hall area and write this on the signing in sheet.
- 5.4 All staff must sign all visitors into the nursery and ensure that they confident that they are on genuine business. If they are unsure they must contact the Nursery Manger.
- 5.5 The senior member of staff in the hall must ensure that the children's register is completed with times at the end of and at the beginning of the day.
- 5.6 It is essential that staff supervising the hall ensure that the front door is shut and locked. It is essential that they monitor the door to ensure that no child goes through to the outside without a parent / carer.
- 5.7 Gates on the stairs and to and from the gardens must bolted or kept locked at all times.
- 5.8 Staff must only open the door to someone that they recognise. If they do not recognise this person then they must fetch the Nursery Manager or in her absence the Deputy Manger.
- 5.9 Staff must not let a child go with an adult that they do not recognise. Please ensure that they use the password – see Security Policy.
- 5.10 IN THE EVENT OF STAFF FEARING THAT A CHILD HAS GONE MISSING WHILE IN NURSERY:
- Alert the Nursery Manger giving accurate information as to when and where the child was last seen.
 - The Nursery Manager will count and name-check all the children present against the register.
 - Nursery staff will check the whole of the inside of the nursery, the garden area and the doors and the outside and surrounding area. Staff will take a mobile phone with them as they are doing this, to keep in touch.
 - Remember the safety of the other children while doing this, with regard to their safety and supervision.

5.11 IN THE EVENT OF A CHILD BEING LOST:

- Contact the parents and ask them to bring along a recent photograph if there is not one in the nursery.
- Contact the police.
- Continue to get staff to search, opening up the area, keeping in touch by mobile phone.

5.12 PROCEDURES IF A CHILD IS LOST ON AN OUTING:

5.12.1 The member of staff in charge contacts the nursery using a mobile phone. Tell the Nursery Manger where they are so that she and another support staff member can come by car to join you.

5.12.2 Enough staff members stay put with the children- ensuring that they are safe and secure. Other staff members can continue looking for the child. Wait for the Nursery Manger to join them. The Nursery Manger brings along contact tel numbers of child's parents and a photograph of the child.

5.12.3 Staff member(s) instigate a search of the area keeping in touch by mobile phone.

5.12.4 If the child is not found then the police will be informed.

5.12.5 The parents will then be informed immediately afterwards.

5.12.6 When the situation has hopefully been resolve members of staff should review the reasons for it happening and ensure that measures are taken to ensure that it does not happen again.

5.13 In all cases of a child going missing then Ofsted will be informed of the incident.

5.14 An investigation will be carried out after a Lost Child event, including reviewing all related Risk Assessments and Policies