

Lost Child Procedure

If a child becomes lost whilst in our care, the following procedures will apply:

- The child will immediately be searched for
- If the child is lost off nursery premises then staff will return to the appropriate meeting point and contact local security if applicable
- If the child is found an incident report will be written and the parent will be informed at the end of the session

If the child cannot be found promptly:

- The parent will be informed immediately and the police contacted
- If the parent cannot be contacted the staff will contact a person from the emergency list on the child's admissions form
- If the staff cannot contact anyone on the emergency numbers list then Children's Social Care will be informed about this
- A full incident report will be completed
- Ofsted will be informed
- A full investigation will be carried out by the nursery management team. The outcome of the investigation will be sent to Ofsted.
- Any recommendations from the investigation will be taken on board by the nursery.

Please note that the nursery has never lost a child since it opened over thirty years ago. We would like to reassure parents that it is extremely unlikely that a child will ever be lost but we must have procedures in place in the event that this were ever to happen. Please refer to the nursery outings policy for details on how we minimise any risks on outings.