

Policy 22

Lost Child Procedure (from Nursery/Toddler Unit)

In the unlikely event of a child going missing within/from the nursery, the following procedure will be implemented immediately.

- 1 the nursery manager will be informed immediately and all staff present will be informed and an appropriate number of staff deployed to start an immediate thorough search of the nursery, followed by a search of the surrounding area, whilst ensuring that all other children remain supervised throughout
- 2 the manager will carry out a second search of the area
- 3 if the child has still not been accounted for, the manager will contact the police
- 4 the manager will also contact the parents/carers of the missing child
- 5 during this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery
- 6 the manager will meet the police and parents/carers
- 7 the manager will then await instructions from the police
- 8 any incidents must be recorded in writing
- 9 Ofsted must be contacted and informed of any incidents
- 10 with incidents of this nature parents, carers and children may require support and reassurance following the traumatic experience.