



## Lost Or Missing Children Policy

We have taken every step to ensure your child is cared for in a secure environment. We will safely supervise children at all times, including when we go on outings or trips. We will teach the children about safety when we are out and about. However in the unlikely event of a child going missing, the following procedure will be followed. All of our staff are familiar with this procedure.

In the unlikely event of a child going missing, the following procedures will be put into action:

### Procedure if a child is lost or goes missing while at the nursery

- All staff, including the manager, will be informed and will start an immediate search of the building and the surrounding areas, ensuring that all other children are supervised properly and carry on with as normal a routine as possible.
- If the child is not found then the nursery manager will contact the police. Tel: 999 or local police 0845 60 70 999
- Once the police has been contacted, then the manager will also contact the parents/carers of the child, while the search continues.
- The nursery manager will meet with parents and police and follow any instructions given by the police.
- Any incident will be recorded in the incident book.
- OFSTED will be informed.

### Procedure if a child is lost or goes missing while on an outing

- All staff present will be notified and a search for the missing child will take place, ensuring that the remaining children are properly supervised.
- Any on site staff and security staff will be notified and given a description.
- If the child is not immediately found then the senior member of staff will ring the police
- The nursery will also be called.
- The nursery will then notify the parents/carers of that child and give details of the incident.
- Any spare staff will be sent from the nursery to assist in bringing the remaining children back safely.
- One member of staff will remain on site to meet and assist the police and parents.
- Any incident will be recorded in the incident book
- OFSTED will be informed.

We will always make sure that all other children in our care are safe whilst we follow the above procedures.