



Lost Child Procedure and Policy

Should a child become lost from the Nursery premises all staff not required to supervise the remaining children will begin a systematic search of all the premises, inside and outside, including the Church building. The Manager will begin contacting the parents (telephone numbers on health form) and police (999) in that order. Whilst the Manager is doing that staff will ensure adequate supervision of children and maintenance of Nursery routine. A lost child procedure form must be initiated at the start of the procedure.

An investigation should be carried out regardless of the outcome and OFSTED should be informed in the event of a lost/missing child as soon as possible in writing no more than 14 days after the incident. A risk assessment should be carried out to minimise the risk and nature of the incident occurring again.

Should a child become lost on a Nursery outing, the same procedure as above will be conducted. Should the child still be missing when the children need to return from the outing, two staff members must remain so that when the child is found there will be a familiar person to comfort and support them. A lost child procedure form must be initiated at the start of the procedure.