

Lost Child Procedure

The following procedures are in place and must be adhered to at all times to prevent children getting out of the building or getting lost within the building.

- All main entrances to the building should remain locked with the key removed from the door.
- All gates to the nursery gardens should be checked before gardens are used to ensure they are securely locked.
- The back door gate to the kitchen area should be locked at all times.
- All internal stair gates within the building should be closed.

If a child is lost within the nursery or during an outing the following procedures should be followed:

If the child is lost within nursery:

- Alert the nursery manager immediately letting them know the name of the child who is lost.
- Alert all staff in your area letting them know the name of the child who is lost asking if they have seen them and try to establish what has happened and when they were last seen.
- Any free staff need to help the manager with the search.
- The manager will carry out a thorough search of the building and garden, starting by checking:
 - Immediately Check the CCTV camera for the front of the Nursery and rewind and view if necessary to do so.
 - That the main entrance doors to the building and gates to the garden are locked – if they are found to be unlocked check the area and driveway to the front of the nursery.
 - Thoroughly check all remaining areas including, all other rooms, role-play areas, toilets, sleep rooms, kitchen areas, upstairs, garden and pond area, outside sheds and role-play areas, and any places a child may be able to get in such as the area under the stairs.
- One member of staff must check the register to ensure no other children have gone missing.
- If the child is not found, the parent must be contacted and the missing child reported to the police.
- All free staff must continue searching.

The ratio for children on outings is 1 adult to every 2 children, adults will be allocated 2 children at the start of the outing and they must watch the 2 children for the whole of the outing to help prevent children getting lost.

If the child is lost on an outing:

- One member of staff to alert other members of staff on outing and allocate their other child to another member of staff.
- Carry out a headcount to ensure no other children have gone missing.
- One member of staff to search immediate vicinity while other staff stay with the rest of the children on the outing.

- If the child cannot be found you will need to contact the nursery and inform them of the situation using the mobile phone. If the manager is not on the outing they will need to make their way to the location of the outing to assist the search and support staff. The nursery will contact the parents and inform them of the situation arranging a meeting place.
- Using the mobile phone you will need to report the child missing to the police and then continue searching.
- Other staff and children on the outing will make their way back to the nursery.
- If it is an outing to an indoor location you will need to inform staff working at the location of the missing child and they can assist with the search.

Other related documents: Outings Policy (Pg 87)
Outing Risk Assessment