

# **Smallville Nursery Lost Child Policy 2022**

**Revised March 2023**

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The children's safety is maintained as the highest priority at all times both on and off the premises. Every attempt will be made through carrying out the outings procedure and security procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, the procedure will be as follows:

- As soon as the child is noticed as missing, the key person will alert the managers.
- The nursery manager will carry out a thorough search of the building and garden.
- The register will be checked to make sure no other child has gone astray.
- Doors and gates will be checked to see if there has been a breach of security whereby a child could have wandered out.
- If the child is not found, the parent will be contacted and the missing child is reported to the police - 999 / 01622 690 690
- The manager will talk to staff to find out when and where the child was last seen and will record this information.
- Management will inform the owner immediately

Measures to minimise the risk: Inside setting:

- Children will be signed in as they arrive and out on collection.
- Gates and doors leading off the premises will be secured and unable to be opened by children.
- During drop off and collection time, parents will be reminded to ensure doors and gates are closed securely behind them and no tail-gating.

Outside setting:

- Children are only taken out of the building for local trips if there is enough staff to meet the ratios
- Nominated staff should carry a mobile phone in case of emergency.

If a child is lost outside the setting:

- As soon as it's noticed, person in charge of the trip will ask children to stand with their designated person and carry out a headcount to ensure no other child is lost. One member of staff will search the direct vicinity but not beyond that at this point.
- Management back at the nursery will be informed and the incident reported.
- Management will then report the missing child to the police.
- The parent will be contacted and an arrangement will be made regarding where to meet depending on the circumstances.
- The rest of the children and staff will remain at the assembly point until arrangements will be made to take the rest of the children back to the nursery.
- Where possible, enrol support of staff in the place you are visiting.
- An incident report will be written detailing date and time of the report, staff/children present, when the child was last seen and an estimated time of when the child went missing.
- The manager will draw up an action plan and a post-risk assessment based on information given in the report, outlining areas for improvement, what needs to be done, by whom and by when.

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### **Managing people:**

Missing child incidents are worrying for all concerned, managers will try and keep everyone as calm as possible, parents will be fraught and angry which will be dealt with sensitively and appropriately. The other children will also be sensitive to what's going on around them. The remaining staff caring for them will focus on their needs and will not discuss the incident in front of them.