

POLICY AND PROCEDURE IN THE EVENT OF A CHILD BEING LOST

Every effort is taken to ensure the safety and well being of the children while in our care.

Practices are in place to ensure that in all circumstances the children are cared for to the best of our ability. These include.

- Recording which children are attending Nursery when they arrived and when they leave.
- Preparing a list of children who have left the Nursery for an outing or visit, which members of staff have gone with them, what time they expect to return and a contact number for the staff accompanying the children.
- Completing a risk assessment prior to each offsite outing.
- Keeping on record a list of those people who are permitted to collect each child.
- Not allowing a child to leave Nursery with someone we do not know and are not expecting to collect a child.
- In the event of an emergency, where a parent is unable to collect a child and someone does not know to Nursery staff is asked to collect the child instead; we will request a password, which must be used before a child is released from Nursery.
- Ask parents to be vigilant when open the entrance doors to the nursery and not allow a child who is not theirs to leave the building.

Lost child in Nursery

In the unlikely event that a child should be lost from the Nursery buildings. we would:

- Identify which child was missing.
- Ensure that all the remaining children were safe and well supervised.
- Carryout a thorough search of the Nursery buildings and grounds.
- Carryout a thorough search of the campus in the immediate vicinity of the Nursery.

If the child is not located, we would then:

- Contact the University Campus Safety Team for assistance in searching the wider campus area.
- Contact the police and alert them to the situation.

- Contact the child's parents and advise them of the situation.
- Inform OFSTED.

Should a child be lost in or around the Nursery and then found, the child's parents would be informed of the incident. A thorough investigation will be held into the incident and actions taken to prevent a reoccurrence including a review of our policies, procedures and a new risk assessment drawn up to include the events that led up to the child being lost on this occasion.

Child lost while on an outing

When taking children from the Nursery for an outing, it is essential that staff follow the procedure laid out in the policy for outings and visits this includes.

- Preparing a list of children who have gone on the outing which is held in the nursery office.
- Carryout regular head counts to ensure all the children are present.
- At least one member of staff will always carry a mobile phone with them.
- Provide staff ratios that are at least at the level set by the Early Years Foundation Stage Framework 2025 and wherever possible exceeds them.

In the unlikely event that a child is lost, staff will:

- Identify who is missing.
- Make sure all the other children are safe and well supervised.
- Carryout a preliminary search of the immediate area.
- Contact nursery who will inform the Campus Safety Team, the police to advise a child is lost.
- Nursery will contact the parent to advise of the situation and to provide reassurance to the parent of actions being taken.
- Inform OFSTED
- In all cases if a child is lost, the nursery's risk assessment records will be revised. A risk assessment is always completed prior to each offsite outing by the room staff which is then given to the office before the group leave the building.

