



Lost Child Procedure

Date: July 2011

Review date: September 2012

In the unlikely event of a child going missing within/from the nursery the following procedure will be implemented immediately.

- All staff present will be informed and an immediate thorough search of the nursery will be made followed by a search of the surrounding area, ensuring that all other children remain supervised throughout.
- A staff member will notify the manager / deputy, whilst other staff continue searching.
- The manager will carry out a second search of the area.
- If the child has still not been accounted for the manager will contact the police.
- The manager will also contact the parents/carers of the missing child.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery.
- The manager will meet the police and parents/carers.
- The manager will then await instructions from the police.
- Any incidents will be recorded in writing.
- OFSTED will be contacted and informed of any incidents