

Lost Child Procedure Policy

In the unlikely event of a child going missing within the setting or from the nursery, the following procedure will be put in to practice immediately.

- The nursery Manager will be notified immediately and the staff team will be informed. A selection of staff members will be deployed to start an immediate search of the premise, followed by a search of the surrounding area. The remainder of the team will ensure that all other children remain supervised throughout this time and provide a calm and normal approach to their daily duties.
- The Manager will carry out a secondary search of the area.
- If the child has still not been accounted for following an intensive search, the Manager will inform the local 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 members of staff will remain professional practitioners and maintain a normal routine for the rest of the children within the setting
- The Manager will meet with the police and parents/carers
- The Manager will then await instruction from the police, and follow the procedure set out by all concerned.
- Any incidents will be recorded and data will be kept on file in line with GDPR.
- Ofsted will be contacted and informed of the incident.
- Parents, carers, staff and children will be given constant support and reassurance throughout the incident.
- A debrief of the incident will be held with Management and staff to aid with the understanding of the incident and to provide continued support to all involved.
- If highlighted the incident was caused by staff neglect a disciplinary meeting may be sanctioned.

Date of Policy	Signed by	Date of Review
September 2015		September 2023

