



## Lost Child (Outings) Policy

The nursery has stringent guidelines in place to regularly monitor your child's whereabouts throughout the day. When taking children on outings away from the nursery grounds to the local environment, we ensure that the procedure for outings is always followed. (See outing procedure).

The room supervisors are responsible for completing the daily outings sheet prior to leaving the premises. This provides details of children out of the nursery grounds, staff members accompanying the children, the location of the outing (this will only ever be on the farm grounds or at the local church) and a mobile contact telephone number of a staff member.

Each member of staff is given the responsibility for several children and are in charge of constantly being aware of the children in their care. In addition, the room supervisor completes a headcount of all the children every few minutes to ascertain that all children are present.

Ratios will be maintained in accordance with the EYFS Statutory Framework (2025) and in certain circumstances the ratios will be increased to support the children on the outing.

All the nursery staff are trained to be vigilant and your child's safety is paramount, however in the extreme unlikely event of a child becoming lost while in our care on an outing the following procedure will take place.

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing.
- **The management team, will be informed of the incident immediately via the mobile phone, and all staff present will be informed.** It will be the management's team's responsibility to ensure additional staff are deployed to the area of the missing child and return the other children safely to the nursery. Some staff will be deployed to start an immediate thorough search of the area.
- If appropriate, on-site security will also be informed and a description given. (this is unlikely as we will only visit the church and/or farm).
- The management team will immediately inform the police and the child's parents giving them details of the incident. In the unlikely event that the whole nursery is out of the building, for example at the church as part of the evacuation procedures), all contact details will be taken by the person in charge.
- During this period, staff will be continually searching for the missing child, whilst other staff will maintain the safety and welfare of the remaining children.
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings.

- In the unlikely event that the child is not found the nursery will follow the local authority and police procedure.
- Ofsted must be contacted and informed of any incidents with immediate effect as a lost child is identified as a significant event.
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.
- In any case with media attention staff will not speak to any media representatives.
- Post-incident risk assessments will be conducted following any incident of this nature to eliminate the risk of the type of event happening in the future.

**We would like to reassure parents, that part of our legal duty is to have this policy and procedure in place and incidents of this kind are highly unlikely.**

Emergency services contact telephone number 999

Ofsted contact telephone number 0300 1231231/0300123 4666

**NB\* Currently we do not take children away from the local environment on organised outings. However, in the future if we do organise a trip for the children away from the local area, we will update this policy to accommodate these changes.**

<b>This policy was adopted on</b>	7 September 2018
<b>Signed on behalf of the nursery</b>	
<b>Signed by nursery owner</b>	
<b>Date for review</b>	September 2026