



Lost Child Policy

The nursery has stringent guidelines in place to regularly monitor your child's whereabouts throughout the day. As children arrive at nursery children are signed into the building and signed out of the building once they are collected. All signing in sheets are stored confidentially at the end of each day, in line with the General Data Protection Regulations (GDPR).

When your child arrives in their room, staff also check them off against the room register. This register provides an opportunity to record the exact time that each child arrives at and departs the nursery.

During transition times the children are counted to ensure all are still present within the room. The room supervisor is responsible for ensuring that every staff member is constantly aware of changes to the numbers of children within their room.

Changes to numbers will occur at such times when children arrive late to their session, children go to another room for a transition visit or when parents /carers collect their child before the nursery session ends.

CCTV is also in place in the majority of play areas to monitor children's transitions from each play area.

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 the following procedure will apply:

- 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 nursery manager will be informed immediately**, and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the nursery, followed by a search of the surrounding area, whilst ensuring that other staff remain with the other children, so they remain supervised, calm and supported throughout.
- If the child is not found a member of the management team will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted.
- A second search of the area will be carried out.
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to a normal routine as possible for the rest of the children in the nursery whilst adhering to ratios.
- To free up more staff to search for the child, rooms may be combined temporarily
- A member of the management team will meet the police and parents.

- The management will then await instructions from the police.
- In the unlikely event that the child is not found the nursery will follow the local authority and police procedure.
- 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.
- 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 cases 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 prevent this type of incident ever happening again 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 123 1231/0300 123 4666

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