



Lost Child Procedure:

Children being children are not always where they should be, or where you expect them to be. Rarely is this anything other than the child having moved unexpectedly.

Losing a child from the nursery should never happen. Preventative measures within the nursery will include:

- Staff are required to register the child's arrival and departure. Every member of staff has a responsibility to be aware of how many children are present and head counts take place regularly during the sessions.
- Key workers of new children always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go. Parents/carers are advised of our security procedures and will be given every opportunity to discuss any concerns, particularly if their child has an adventurous nature or a tendency to 'wander'. All staff would then be made aware of this.
- Children are always counted before going out to play and again when they come back indoors, going to the toilet to wash hands etc. At least one member of staff will always double check that no child has been left behind outdoors or in the toilets.
- Door Handles are above the average child's height.
- All visitors to the nursery must sign in and wear identification. Delivery people should carry formal identification. If the person needs access to the building they would be supervised.
- Parents/carers should close all the doors and gates behind them and should not hold doors open within the nursery that could allow children to leave an area without the knowledge of the staff.
- When parents/carers are collecting children they should discourage their friends "tailing" you out of the area they are in.
- Should a child go missing there are procedures in place detailing actions to be undertaken and all staff are fully aware of these procedures. Should a child go missing during the day but is found after the staff have conducted a search the parents/carers will be informed of the incident at the end of the day.



- Should your child go missing and remain missing the parents/carers will be informed immediately, as well as the Police and Local Safeguarding Children Board.

Our missing child procedure is as follows:

- The manager or most senior member of staff present arranges for the other children to be suitably supervised. They will also take an immediate roll call of all children.
- The manager will direct team members to search specific room and play areas, then search the rest of the nursery. Once searched and checked they will report back to the co-ordinating manager. The search would be thorough and entail looking in places like cupboards, under bean bags, including areas which the children do not have normal access such as staff room and office.
- Enquiries are made of any other adults in the vicinity of the setting, and they will also be asked to assist in the search.
- Should the child be found hiding then they are spoken to in a calm manner and have it explained that what has happened is not acceptable. The parents of the child must be informed of the incident at the end of the day and a note made in the incident book.

Should a child not be found in the search, then the manager will:

- Prepare a full description of the child, including details of the day's events and what action has already been taken.
- Call the police. They have resources to conduct a swift search of the area as speed is now important. The Local Safeguarding Children Board including Ofsted will be informed also and will investigate.
- Inform the parents/carers, explaining that the child may be attempting to go home.
- Staff will not make any comments to the media.
- Once resolved, an internal investigation will take place and immediate measures put in place to ensure it doesn't happen again.
- In the unlikely event that the child is not found, the nursery will follow local authority and police procedures.

Should a child go missing while on an outing the same procedure will be followed but varied in the following ways:

Ducklings Childcare



- The organiser and all staff present will be informed. Some staff will start an immediate, thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout. If appropriate, on-site security will be informed and a description given.
- The designated person in charge will immediately inform the nursery who will contact the child's parents. If the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge. The police will also be informed.
- The designated person in charge or the manager's will ensure that there are adequate staff to care for the other children and get them back safe, a member of staff to meet the police and someone to continue the search.