

## Apple Tree Day Nursery Lost Child Policy and Procedure.

In the event of a child going missing either on an outing, from the outside play area or the internal nursery environment the following procedures must be adhered to with minimum disruption or distress to the other children.

All staff will remain calm at all times.

The senior member of staff present must do a thorough headcount.

The senior member of staff will deploy staff appropriately in order to have a maximum effect in finding the lost child.

Where possible, two members of staff will remain with the children while the other staff carry out the search.

Staff will search the immediate area first then quickly decide the surrounding areas that will be searched.

If the child has not been found within 10 minutes then the police will be called by the senior member of staff. As much information about the child's description and last known movements will be needed.

The Parent/ Carer will be informed immediately and an offer of transport to the appropriate venue by taxi will be provided so that they are present for all developments of the incident.

The senior member of staff will continue to take instructions from the police while the other members of staff continue searching.

If the incident occurs away from the nursery then the Nursery Owner or Manager will be called in order to provide additional back-up staff.

Once the child has been found and the children and staff have returned to nursery, the senior member of staff will write a full report of the incident.

REVIEW DATE: 1.1.2016

A copy of this report will be signed by staff who were present during the incident, the Parents/ Carers of the child, and the Nursery Owner/ Manager.

Ofsted should be informed of the incident as soon as possible over the telephone by the Nursery Owner/ Manager and a copy of the report sent to them.

The Nursery Owner/ Manager will write to the Parents/ Carers with a full explanation of the incident and the measures that have been put in place to prevent such an occurrence again.

An emergency meeting will be called with staff to address the issues surrounding the incident and to review all policies that may relate to it. E.g. Outdoor play policy and Outings policy.

It is the responsibility of the Nursery Owner/ Manager to ensure that these policies are up-dated and reviewed regularly and implemented appropriately.

Reviewed and agreed on

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Next review date

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