

Lost Child Policy and Procedure

Objective: Learning Ladder Nursery aims to maintain the highest levels of health and safety of all staff and children attending the nursery. This includes all children being accounted for at all times.

Policy: In order to provide a safe and secure environment, Learning Ladder Nursery follows a robust attendance and head count procedure (Please refer to attendance policy) to minimize the incidence of a lost/missing child. In the event that a child is missing at the nursery or at an outing, the following procedure would come into place:

Procedure:

- All nursery staff would be alerted immediately that a child has gone missing, and ensure that volunteers are also alerted
- Staff, contractors and visitors should be requested not to leave the premises
- At least two members of the staff to remain with the other children
- Register of the nursery to be taken
- The remaining staff will carry a thorough search for the missing child
- If a child is confirmed as missing than the parents of the child will be contacted and informed about the situation by the Nursery Manager or other senior staff such as the Nursery Nurse
- The Manager or senior member of the staff should also call the security and the police immediately. (Dial security number available in the emergency contacts on the phone, Dial 999 Police)
- The Manager will be responsible to record the following:
 - Time
 - Date
 - Location of disappearance
 - Staff responsible for caring the child at that time
 - What the child was wearing
 - And other circumstances surrounding the child disappearance
- The Manager will be responsible to keep the records in a safe place and would provide it to the authorities upon request

Outside of the Nursery Premises

- Staff to child ratio for outside visits is 1 staff to 3 children
- Staff carry designated mobile phones whilst away from the setting
- Outing checklist to be carried out
- Depending upon the child to staff ratio, two members of the staff will carry out a thorough search in an event if a child goes missing during outdoor visits
- The staff on outing will call the Manager and will inform her about the situation
- The police to be informed immediately by the Manager once child is confirmed as missing

- If after searching, child cannot be found the members of the staff will take the rest of the children back to the nursery, leaving one senior member of the staff (preferably Nursery Manager) behind to continue the search and wait for the police
- The Nursery Manager(or other senior member to staff) to record the following:
 - Time
 - Date
 - Location of disappearance
 - Staff responsible for caring the child at that time
 - What the child was wearing
 - Other circumstances surrounding the child's disappearance
- The Nursery Manger to inform the parents about the situation