

Missing or Lost Child Policy

We are required to have a missing or lost child procedure. The security features that we have in place make this a very unlikely event.

These include:

- Supervising the children at all times
- Maintaining the appropriate child to staff ratio
- providing keypads on all external doors
- Including high level handles on all external doors
- Monitoring the children when leaving their room or building E.g. Toilet, garden etc.
- Ensuring that a head count chart is completed throughout any nursery trip
- Ensuring that visitors to the nursery are supervised at all times

In the unlikely event that a child is lost while in our care, we will

- Immediately undertake a thorough search of the nursery and garden, or immediate vicinity if on an outing
- The nursery manager will be notified
- If following a thorough search of the nursery and garden or immediate vicinity, the child can still not be located, the child parents will be notified without delay and the police will be contacted

If a child was lost while in our care, once they were found, we would:

- Undertake a thorough investigation and take any action needed to prevent it happening again.
- Keep the parents informed throughout