

Lost Child Procedure from Nursery

EYFS:3.62, 3.73

At **Fun Box Day Nursery** we take all reasonable steps to ensure the safety of children on the premises, we only release children into the care of individuals who have been notified us by the parent and have safety systems in place to ensure that children do not leave the premises unsupervised.

Our safety measures include:

- Video intercom that helps us to identify people at the door before opening it.
- Remote controlled lock that keeps the building locked and safe.
- Only staff members are allowed to open the doors or let anyone in. Students, volunteers and new staff members in their first month of employment (whilst they are getting to know parents/carers) are not permitted to open the doors.
- There is a safety gate right in front of the nursery room door that is being kept closed, so children cannot accidentally slip out when staff is opening the door.
- The main gate of the garden is locked and it is checked every morning and afternoon before entering the garden.
- Headcounts are carried out regularly, especially when coming in from the garden.
- Registers are checked regularly and updated as soon as a child arrives/departs.
- CCTV is in place.

In the unlikely event of a child going missing within/from the nursery, we have the following procedure which will be implemented immediately:

- 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 some staff remain with the other children so they remain supervised, calm and supported throughout
- The manager will call the police as soon as they believe the child is missing and follow police guidance. The parents/carers 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 normal routine as possible for the rest of the children in the nursery
- The manager will meet the police and parents
- The manager 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 will be contacted and informed of the incidents
- 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 enable the chance of this reoccurring being reduced

This policy was adopted on	Signed on behalf of the nursery	Date for review