



Policy Date: October 2016

Lost or Missing Child Policy

The care of your child is paramount and we will always try to ensure that they remain with us and are safe. However, in the extreme event a child goes missing whilst in our care either from York House Nursery or whilst on an outing, We will undertake the following procedure: -

- Check the immediate vicinity.
- If it is a secure area such as a shopping centre, we will quickly alert the security staff so they can seal off exits and monitor the situation on any CCTV.
- Alert police (within 2 minutes) and provide a full description of the child.
- Alert parents or if they are not contactable, their emergency contacts.
- Ensure all other children are accounted for and reassure the other children with us, as they may be distressed.

Preventative Measures

- Children are always within sight or sound of a member of staff.
- Ensuring all children hold a member of staffs' hand or the pushchair whilst we are out.
- Avoid going to places that are overcrowded.
- On outings the children wear wristbands/visibility vests with a mobile number on them.
- We teach the children about the dangers of wandering off and of talking to strangers.

At Home

The front door is always locked. Children are not permitted to leave York House Nursery without a member of staff, their parent or authorised person to collect them.

Failure to Arrive – Appointed Time

If a child fails to arrive at the expected time or they are not at another setting as pre-arranged then the following action will be taken:-

- Collection from another setting – we will check with the staff if they know of the child's whereabouts.
- We will attempt to contact the parents/carer to confirm their whereabouts. In the event we are unable to contact the parents/carer we will contact the named individuals on the child's emergency contact list.
- In the event that we are unable to confirm the child's whereabouts we will ring Children's Services and follow their advice.
- We realise delays are sometimes unavoidable. If you are delayed please contact us and let us know your expected arrival time in order to avoid the above escalation procedure being initiated.

Outings

Children are given safety advice as appropriate for their age, and a meeting point is agreed should they get separated from the group. Please see the risk assessment procedure for more information.

Document

- All incidents will be documented on the child's records.
- Lost child - inform Ofsted within 14 days of the incident occurring.