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28. Procedure for a lost child

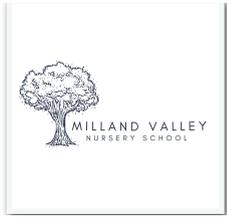
28.1 Procedure for a lost child: Lost Child within nursery

Should a child become lost at nursery the following procedure will be carried out:

- 1) Deputy or staff member in managers absence to call all children into the committee room and will do the register.
- 2) Deputy or staff member in managers absence will ask the children as to the possible whereabouts of the lost child. Who was last to see the child?
- 3) All other members of staff will check all areas within the hall, cupboards, cloakrooms, toilets, storage rooms kitchen outside area.
- 4) Manager or Deputy to arrange a search of the immediate vicinity ensuring safety of all children in nursery.
- 5) Remaining children to be well supervised and activities such as a story to keep them calm and happy.
- 6) If the child is still not found all will be contacted to collect their children. Parents of lost child will be informed and police called. Details will be required by the police of what the child was wearing, colouring, name, as much detail as we can give.
- 7) OFSTED will be advised and kept informed.

28. 2 Procedure for a lost child: Lost Child on an outing

- 1) When a child goes missing, you must keep all children together in a safe environment.
- 2) Speak to the children. They may know where the child has gone, what he/she said to someone.



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- 3) Remaining staff to carry out a quick search in the immediate vicinity, calling on help from attendants and staff of location being visited.
- 4) If the child is still missing, you must contact the police and parents. Details will be required by the police of what the child was wearing, colouring, name, as much detail as we can give.
- 5) If the child has failed to turn up, phone parents of children with you, to arrange collection.
- 6) The police on their arrival will have a procedure to follow.
- 7) Inform Ofsted at the earliest opportunity.
- 8) Assist with any further searches, stay on site to help the police.
- 9) KEEP ALL CHILDREN REMAINING WITH YOU SAFE AND CALM.