



# DIMPLES DAY CARE

## **Lost Child from Nursery Procedure**

At Dimples Day Care we are committed to promoting children's safety and welfare. In the unlikely event of a child going missing within/from the nursery, we have the following procedure which will be implemented immediately:

- The nursery manager will be informed immediately and all staff present will be informed. The time the child went missing will be noted.
- 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. A register will be taken to ensure that all other children are accounted for.
- The initial search time will be no longer than 10 minutes.
- After the initial search, the manager will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted.
- Timings will be noted.
- A second search of the area will be carried out by available staff.
- 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. Staff may need to move the children to a calm and safe space whilst the searches continue.
- The manager will meet the police and parents
- The manager will then await instructions from the police
- 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
- The setting owner will be informed and will attend the setting to conduct an investigation within 24 hours of the event.
- Ofsted must be contacted and informed of any incidents within 14 days
- If the event was caused by staff negligence then a report must be made to the LADO within 24 hours.
- 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

## **Lost child whilst on an outing**

- 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 surrounding area. The time the child went missing will be noted.
- Key children reassigned to remaining staff members who will keep the children calm.
- Staff remaining with the other children ensure the children are supported to remain calm.
- The initial search time will be no longer than 10 minutes.
- After the initial search, the manager will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted. Timings will be noted.



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- A second search of the area will be carried out by available staff.
- If safe to do so, staff who have remained with the children will escort them back to the setting.
- 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
- 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
- The setting owner will be informed and will attend the setting to conduct an investigation within 24 hours of the event.
- Ofsted must be contacted and informed of any incidents within 14 days
- If the event was caused by staff negligence, then a report must be made to the LADO within 24 hours.
- 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 by	Dimples Day Care	<i>(name of provider)</i>
On	<u>18.8.21</u>	<i>(date)</i>
Date to be reviewed	<u>18.8.22</u>	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	<u>Alexandra Stewart</u>	
Role of signatory (e.g. chair, director or owner)	<u>Owner</u>	
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