

Alton College Nursery
Lost Child Policy and Procedure

In the event of a child being lost whilst in the care of the Nursery the following procedures will be followed:

Lost from the Nursery building

If a child escapes from the nursery building the person in charge will:

- radio the college for help looking for the child
- The police will be called
- Child's parent will be contacted – if we can not get hold of the main two contacts the emergency contacts will be contacted (there must be 4 different people to contact on the child's registration form)
- a member of staff will go and look for the child in the vicinity of the building, calling the child's name.

After the incident:

- A detailed timeline of events will be made.
- Details of the incident from all members of staff will be taken
- Where they were / how many children were in their area / where the missing child was? / how did they escape? / who was contacted? / how long were they missing for? / where were they found? / who found them?
- OFSTED will be notified asap but within 14 days of the incident.

If a child is lost whilst on an outing

If a child is lost whilst on an outing away from the nursery the following will happen:

- The children will be congregated together in a safe place and recounted.
- The police will be called
- Nursery will be called – if extra staff available to go and help look for the child
- Child's parent will be contacted – if we can not get hold of the main two contacts the emergency contacts will be contacted (there must be 4 different people to contact on the child's registration form)
- a member of staff will go and look for the child in the vicinity of where they are, calling out their name.

After the incident:

- A detailed timeline of events will be made.
- Details of the incident from all members of staff will be taken
- Where they were / how many children were on the outing / how did the child get separated? / who was contacted? / how long were they missing for? / where were they found? / who found them?
- OFSTED will be notified asap but within 14 days of the incident.

Procedures are put in place to ensure that the likelihood of a child going missing is minimal, these include:

- The entrance to the nursery is double doored, both have a key press for entry lock, the inside door has a bolt high up on the nursery side which is also locked, both doors are shut at all times.
- Students are informed of the importance of shutting the doors on their induction.
- Daily checks are taken inside and out, these include checking the garden gate is shut and pad locked.
- The list of children is on the white board so all staff know which children are in and how many.
- Ratios are always adhered to – if not over ratioed.
- If on an outing more staff are there to supervise. Parents are asked to accompany the Nursery on outings for extra people.
- Staff are spread equally between the children making a ‘sandwich’
- Children are talked to about our rules – no running off, staying together, no hiding, stop when asked to stop etc.
- A head count of children is taken periodically.

Rewritten July 2021

Reviewed July 2022