

The Oaks Nursery Lost Child Procedure

The setting has in place the following systems for keeping children safe whilst in our care.

- All exits from the premises are secured with daily checks to secure safety.
- An accurate and up to date register is kept, and both adults and children, including visitors, must sign in and out whenever they enter and leave the premises (stating times of arrival and departure).
- Children are supervised at all times.
- Outings policy and risk assessments in place.

In the best regulated situation, however, accidents can and do happen. These are the procedures to follow if a child cannot be found.

Anyone suspecting a child may be missing must alert the room supervisor or senior member of staff quickly - the chances of finding a missing child safe are greatest if the child's absence is soon discovered. Staff should know how many children are present and checks should be conducted during the session. An advantage of using a key person system is that each key person is responsible for a few children, and is more likely to be aware if a child is missing.

- Search systematically – the setting is responsible for the missing child and also for the other children in the group. Gather the remaining children into their room, check that the child is not present in another room or with a member of staff elsewhere in the building or gardens.
- Other staff members to be deployed to search the building and grounds.
- Contact the parents or emergency contact without alarming them. Explain the situation and verify that the child is not there or their whereabouts known.
- Alert Campus watch security on x3333
- Manager and all available staff to conduct a search of the immediate area of the nursery external perimeter and surrounding area.
- If the above steps do not locate the child, Campus Watch will alert the police.
- The Nursery Manager will Contact Ofsted and inform them of the situation.
- The Nursery Manager or senior staff will complete an incident form and keep this on file.

Adopted on: July 2009

Signed on behalf of The Oaks Day Nursery:

Name: Chris Comper

Job Title: Nursery Manager