

## LOST CHILD POLICY

Staffing ratios recommended by Ofsted are seen as being a minimum requirement for the safe running of our Nursery.

The premises are to be checked for security at the commencement and during a session with particular regard to the following;

- The outside doors are locked so no child can escape.
- The fire door exits whilst accessible in emergencies are securely closed
- An accurate and up to date register is taken every session.

In the unlikely event of a child being lost from the premises or during an excursion

- Gather the remaining children together
- Establish who was the last person to see the missing child and where
- Whilst the remaining children remain in the group and have a story, thoroughly check the building / surrounding area
- If the above steps do not locate the child then contact the parents, police and other appropriate personnel to the situation
- Make a record of the definite last sighting and anything unusual about the behaviour of any of the children
- Inform the insurance company

In the event of the child being found

- They may be distressed and need comforting
- They may be unaware of the implications of what has happened
- Talk to the children to ensure that they must not leave the premises or group and why
- Parents of the child must be informed of the events and the way in which they were resolved.

Remember

- Find facts quickly
- Search systematically
- Inform relevant personnel
- Record the incident
- Reassure all parties on finding the child