

Lost child policy

In the unlikely event of a child being lost whilst in our care all children and staff will immediately gather in the nursery room and complete a head count to ensure no other children are missing. A member of staff will stay with the children whilst others check the building, ensuring no doors or gates have been opened, the manager will be notified as soon as possible. If the child cannot be found the designated person will phone the police and then the child's parents. Staff will continue to look for the missing child and explore when the child was last seen and where they were, who they were with etc. all staff will work with the police when they arrive to find the child as needed, if necessary the nursery will close early and all children's parents will be telephoned to collect their children as soon as possible.

The incident will be recorded with written statements taken from all members of staff and a full investigation undertaken to ensure steps are taken to prevent this happening again.

For lost child on an outing please see outings and visits policy.

Signedmanager / owner

Date September 2015

Review date September 2016