



## Lost or Missing Child Policy

The welfare of all our children at Creative Stars is our paramount responsibility. Every adult who works at the nursery is aware that they have a key responsibility for helping to keep the children safe at all times. We make every effort to ensure that all children are closely supervised so that they remain safe. At a nursery, we are committed to provide a safe and secure environment in which children can grow and develop.

### Aim

In the event of a child becoming lost whilst in the care of the nursery, the procedures detailed below will be immediately put into place. These ensure that a systematic approach to finding the child is taken and consideration is given to the levels of risk.

### Procedures

We will ensure a search is made for the child as soon as we become aware that a child is missing. Parents will be notified at the appropriate stage, and a high level of care will be maintained to other children at the nursery whilst procedures are followed.

Full details of the security arrangements in place can be found in the Health and Safety Policy.

The arrival and departure time of all children is clearly marked on the register when children arrive or leave so it is always clear which children are present in the nursery.

Children are regularly accounted for during the day as staff will make a regular head count checking the numbers of children present against the names of the children signed in on the register.

In the unlikely event of a child going missing within the nursery the following procedure will be implemented:

- ★ The person in charge will be notified immediately.
- ★ A full headcount and roll call will be completed against the attendance register to ensure the child is not being cared for in another room in the building.
- ★ All staff present will be informed and an immediate thorough search of the nursery both internally and externally will be made, ensuring that all other children remain supervised throughout.
- ★ If the child remains missing, the parents will be contacted and kept informed at all times.
- ★ At this point – **which would be a maximum of ten minutes** - the police will be contacted and the matter will be treated as an emergency.
- ★ A second search of the premises will be carried out while waiting for the police to arrive.
- ★ Where it is safe to do so, two staff will check the immediate vicinity for the child. They would always have a mobile phone with them.
- ★ Staff will then wait for the police to arrive and follow their instructions.
- ★ The person in charge would continue to organise the search whilst awaiting the police. After the incident, a full report will be made to Ofsted informing them of the incident.

When taking the children on outings, a risk assessment is carried out prior to the outing and regular head counts are made throughout the time. Children are allocated to certain members of staff with higher than normal ratios, to ensure the children are safe.

The risk assessment will include measures such as having a mobile phone, high visibility jackets and carrying the emergency evacuation pack.

### When the Child Is Found

- ★ Two members of staff will care for and talk with the child
- ★ When the situation has been resolved the members of staff should review the reasons for it happening and implement measures to ensure that it does not happen again

- ★ An incident form will be completed and signed by the parents the Managing Director
- ★ Records of incidents will be filed securely by the Managing Director and Ofsted will be notified.

**This policy was reviewed on: 13.05.19**

**Date of next review: 13.05.20**