

# HARPOLE DAY NURSERY

## Lost Child Procedure (Outings)

Regular headcounts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately.

- All staff present will be informed and an immediate thorough search of the area will be made, ensuring that all other children remain supervised throughout.
- If appropriate, on-site security will also be informed and a description of the child/children given.
- In the event of a child not being found, the designated person in charge will immediately inform the police.
- The designated person in charge will then inform the nursery who will contact the child's parents/carers giving details of what has happened.
- At least one member of staff will remain at the scene whilst others return to the nursery with the children. This member of staff will continue searching for the child/children.
- The remaining member of staff will meet the police and parents/carers when they arrive at a designated point.

Signed on behalf of the nursery

Date