

HARPOLE DAY NURSERY

Lost Child Procedure

In the unlikely event of a child going missing within/from the nursery the following procedure will be implemented immediately.

- All staff present will be informed and an immediate thorough search of the nursery will be made followed by a search of the surrounding area, ensuring that all other children remain supervised throughout.
- A staff member will notify the Nursery Manager, whilst other staff continue searching.
- The Nursery Manager will carry out a second search of the area.
- If the child has still not been accounted for the Nursery Manager will contact the police.
- The Nursery Manager will also contact the parents/carers of the missing child.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery.
- The Nursery Manager will meet the police and parents/carers.
- The Nursery Manager will then await instructions from the police.
- Any incidents must be recorded in writing.
- OFSTED must be contacted and informed of any incidents.

Signed on behalf of the nursery

Date