

# Policy on Lost Children

*See also the policy on Nursery Outings as these are linked documents*

There are a number of situations where a child could be lost or detached from supervision and these are:

- Where a child wanders away on a nursery outing (see *Policy on Nursery Outings*)
- Where a child leaves the nursery premises or garden (see *Security of Nursery Premises in policy on Child Protection*)
- Where a child becomes separated from supervision and their whereabouts is unknown
- Where an unapproved adult takes a child from nursery care. The police service and parents must be informed immediately. Along with the actions listed below any staff witnessing any incident must note down what they saw immediately.

In every event where a child becomes lost the following action should be taken:

- Alert the member of staff in charge or proprietor who will make enquiries of relevant members of staff as to when the child was last seen and where and instigate a search.
- Remember the safety of the other children, with regard to supervision and security.
- Ensure that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden and immediate vicinity.
- If the child cannot be found after an extensive search or five minutes at a maximum then the Police and parents must be informed.
- Continue to search, opening up the area, keeping in touch with mobile phone if available.
- Continue to search until the child is found or the responsibility for search is taken over by the police or other suitable organisation.

When the situation has been resolved members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.

**This policy was reviewed and amended on 7<sup>th</sup> October 2020.**