

Seedling Nursery

E: seedling@seedlingnursery.co.uk
T: 01926 312820
Ofsted Ur: EY560943

Seedling Nursery Leamington Spa
14 Kenilworth Street
Leamington Spa
CV32 4QS

Lost Child and Missing Child Procedure

Aim

To ensure the safety of our children throughout the time they are on the premises. In the event that a child is lost during Nursery hours, we will ensure that a search is made for the child as soon as possible. The parents and authorities will be notified at the appropriate stage. A high level of care for the other children at the Nursery will be maintained while procedures are followed.

Situations

There are a limited number of situations where a child could be lost and these are:

- Where a child escapes from the Nursery grounds.
- Where a child wanders off on an outing.
- Unaccounted on the premises e.g. Left in a room.
- Unaccounted in an emergency e.g. Fire.
- Non-attendance of Nursery without authorisation.

Procedure on Lost Children

The following action will be taken in the event that a child goes missing:

- The member of staff in charge of the room will be alerted.
- Relevant enquiries will be made into where and when the child was last seen.
- The safety and supervision of other children will be ensured.
- The staff will check the register.
- Members of staff will be given a description of the child and told where she/he was last seen and then search the premises immediately.
- Priscilla Conway will be informed.
- If the child cannot be found the Manager will notify and liaise with the parents accordingly. A search of a wider area will be undertaken.
- If the child is still missing the police, the local Education Safeguarding Team will be informed.
- During this period, available 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 manager will meet the police and parents
- The manager will then await instructions from the police
- In the unlikely event that the child is not found the nursery will follow the local authority and police procedure
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- Ofsted must be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- AIR form will be conducted following any incident of this nature to enable the chance of this recurring being reduced



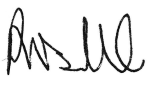
Seedling Nursery

If a child is lost on an outing the following procedure will be undertaken.

- The rest of the children will be counted to confirm who is present and taken to the meeting point.
- Adults will be asked when and where the child was last seen and a description taken.
- Staff will be dispatched to search the area.
- The venue/park warden will be alerted and their advice taken.
- Priscilla Conway the manager will be informed and liaised with.
- Parents, police, the local Education Safeguarding Team will be alerted at the appropriate stage.
- If the child is not found before the end of the trip a member of staff will stay behind to help the search and bring the child back once found.

Actions to be Followed Once the Child has Been Found

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Manager will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the Safeguarding Team)
- The Manager will promise a full investigation
- Media queries should be referred to the Manager
- The investigation should involve all concerned providing written statements
- The report (AIR) should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the child was missing and how s/he appeared to have gone missing, as well as lessons for the future.
- Preventative measures will be taken to prevent future occurrences.

This policy was last updated	Signed on behalf of the nursery	Date for review
<i>Oct 2019</i>		<i>Oct 2020</i>