



## Lost Child Policy

**We want to minimise the risk of a child becoming lost whilst in our care. We also want parents to feel comfortable leaving their child with us and confident in our ability to care for their child's safety. We acknowledge the high priority given to the safety of children within the community.**

### **What we aim to do**

We aim to minimise the risk of a child becoming lost because full consideration has been given to the security of the premises and the ratio of staff to children both in nursery and on outings. We also aim to have in place a procedure to be followed to ensure that a lost child is quickly found and to minimise stress to that child, its parents and the other children in our care.

### **How we will achieve this**

- Our garden premises are surrounded by metal or wooden fences
- We have security on the premises at all times.
- The outside doors are locked during nursery hours.
- Registers and headcounts are taken several times during the morning, especially before and after outside play.

### **Outings**

On outings we have a high adult to child ration (in excess of 1:2). Each adult is given two named children to care for and we have extra staff with no children. Children are encouraged to hold an adult's hand at all times when outside the premises, both at school and at home.

### **If it is found that a child is missing this procedure should be followed:-**

Alert the manager who will co-ordinate the procedure.

Alert the security staff who will contact CST and begin to search immediately.

The remaining children should be seated in a safe area for a circle, singing or story time. Without compromising their safety these children should be left with a minimum number of staff. The remaining staff should search outwards and thoroughly, keeping contact by mobile.

### **If the child is not found within TEN MINUTES**

Inform the Police by dialling 999.

Inform the child's parents (contact number on outings sheet).

Inform Ofsted: 0300 123 1231

Date policy was reviewed	March 2024
This policy is due for review before	March 2025

