

Lost child

Lost child off Nursery site

In order to ensure the safety of children on outings, small groups of children will be allocated to a specific member of staff. The member of staff will be primarily responsible for the allocated children's safety and whereabouts. Regular headcounts will be undertaken whilst children are on outings and safety measures used.

In the unlikely event of a child being lost on an outing, staff should remain calm.

- The member of staff co-ordinating the outing should speak to the child's allocated key worker on the outing, and investigate when and where the child was last accounted for.
- Information should then be calmly sought from the group for any further information.
- The main group including the co-ordinator should stay where they are and endeavour to maintain a calm atmosphere for the other children.
- Staff should quickly retrace steps and look for the missing child, using other sources of information/help (e.g. public address systems, security staff). The nursery should be informed as more information is gained e.g. child is/is not found. The trip co-ordinator should inform the Nursery Manager of the situation as soon as possible.
- In the event of the child not being found within 10 minutes, the Manager will telephone the parent/carer and inform them of the situation and the police will be called.
- A full risk assessment will be conducted
- Ofsted to be informed within 14 days.

Lost child on Nursery site

Great care will be taken at all times to ensure the safety of children whilst in the nursery.

All entrances and exits will be secure at all times. Visitors will be escorted whilst on the premises. All students and volunteers will be shown all appropriate safety measures taken to ensure security of the building and the safety of the children. Staff will always be aware of the children's whereabouts at all times.

In the unlikely event of a child becoming missing from the Nursery setting:

- The Manager will investigate where and when the child was last seen and gather any further information.
- Each group will remain in their room and numbers checked against the register. Each group room will be checked by staff, including all cupboards and storage spaces. Staff must remain calm while doing this and caring for the other children.
- The Manager/Deputy and any spare staff will search the remaining parts of the building including all outside areas and storage spaces.

- In the event of the child not being found within 10 minutes, or if the circumstances appear suspicious and all other procedures have been followed.
- The Manager will telephone the parent/carer and inform them of the situation and the police will be called.
- A full risk assessment will be conducted
- Ofsted to be informed within 14 days.

Grosvenor House



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