

PROCEDURE TO FOLLOW IF A CHILD IS LOST

The welfare of the children in our care is paramount. Every member of staff has an equal responsibility in ensuring the safety of the children and knowing where they are. Security and the child's safety are of the utmost importance at the nursery. In the rare event a child is reported missing the following actions will be followed:

- Staff will remain calm. One member of staff will watch over the rest of the children in a safe place with minimal disruption whilst others search the immediate and surrounding areas. The most senior member of staff will assign others to cover possible areas.
- If on an outing, all play areas, such as climbing frames, sandpits, and shrub and tree areas will be searched.
- All "hideaways" will be explored such as toilets, sleeping areas, shelves of toys, under tables.
- If after a thorough search it proves unsuccessful in establishing the whereabouts of the child, the emergency services and the parent/carer will be contacted.
- The parents will be contacted as regularly as it is possible.
- On arrival of the emergency services and the child's parent/carer the Manager will be responsible for informing them of all the information in respect to the missing child and what action has been taken.
- Once the situation has been resolved an internal investigating will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again. This will be put in a report and the necessary changes will take place.

Preventative measures put in place to minimise the risk of children going missing:

- Front door locked.
- Front gate locked and bolted securely when the children are active in the front garden.
- Vigilant staff.
- Children counted at regular intervals.
- Staff are required to register the children's arrival and departure.
- Key people of new children always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go.
- Parents are advised and reminded of our security procedures and will be given opportunity to discuss any concerns, particularly if their child has an adventures nature.
- Parents are made aware of the need of supervision of children at all times especially of their responsibility to ensure their child's arrival and departure is noted by a member of staff.
- Children are always counted before going out to play and again when lining up to come back indoors. A member of staff will always be at the beginning and end of the line to ensure no children are left outside.

- Children will wear high visible vests whilst on foot to the venue when on an outing. Children will be assigned a member of staff who will be responsible for those children throughout the outing. Gates to locations will be secured and monitored throughout. Children will be counted at regular intervals.