



## Lost Child Policy

### Policy statement

At Little Elms we are committed to promoting children's safety and welfare through effective supervision. In line with the Statutory Framework, it is our policy to ensure that every child in our care is within sight and sound of staff at all times. The 'Person in Charge' is responsible for ensuring the headcount procedures are followed and all children are accounted for at all times either when within the nursery setting or during a local walk or outing.

In the unlikely event of a child going missing within the nursery setting or during a local walk or outing, the Person in Charge will take the following steps:

### Within the Nursery

1. Person in Charge will ensure the remaining children are safe with other staff members present in the room and carry out a headcount.
2. The Person in Charge will inform the Nursery Manager who will lead the search.
3. The Nursery Manager will check the playrooms, garden areas and surrounding area outside of the nursery.
4. In the event after 5 minutes of the Nursery Manager checking the nursery area and the child is still missing, the Nursery Manager must call 999 immediately.
5. The Nursery Manager will contact the children's parents to inform them.
6. The Nursery Manager will contact the Head of Operations to inform him.
7. The children and staff must remain in their playrooms together (remaining calm) until the police arrive and follow their instructions.
8. Any such incident will be reported to Ofsted by the Nursery Manager.

### During Outing or Local Walk

1. Person in Charge will ensure the remaining children are safe with other staff members present and carry out a headcount.
2. The Person in Charge will calmly check the surrounding area.
3. In the event after 5 minutes of the Person in Charge checking the surrounding areas and the child still cannot be found, the Person in Charge must call 999 immediately.
4. The Person in Charge will then call the nursery to report the missing child and give all necessary information to the Nursery Manager.
5. The Nursery Manager will contact the child's parents to inform them.
6. The Nursery Manager will contact the Head of Operations to inform him.
7. The group must remain in the area together (remaining calm) until the police arrive and then follow the police's instructions.
8. Any such incident of a lost child will also be reported to Ofsted by the Nursery Manager.



*Associated Documents:*

- *Outings and Local Walk Policy*
- *Headcount Policy*
- *Headcount Check Document*