

## Lost Child Policy

### Lost Child Procedure from Nursery

At Nära Nurseries, we are committed to promoting children's safety and welfare. In the unlikely event of a child going missing within/from the nursery, we have the following procedure which will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The Nursery Manager will be informed immediately along with the staff present in the nursery. All available staff (whilst still maintaining the staff to child ratios within the setting) will conduct a detailed and coordinated search of the nursery building, including checking gates and doors, followed by the immediate grounds and then the surrounding area.
- The register is checked.
- If the child is not found during the initial search, the Nursery Manager will contact the police and inform them that a child is missing from the setting.
- The parents of the missing child will also be contacted.
- 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 Nursery Manager will meet with the police, informing them of the search so far including the areas covered.
- The Nursery Manager will then follow directions from the police taking over the search for the child.
- The Nursery Manager will keep the parents updated.
- In the unlikely event that the child is not found the nursery will follow the local authority and police procedure

For full details of the procedure we will follow in the unlikely event a child goes missing, and for our policy on outings, please ask the Nursery Manager for a copy of the full Lost Child Policy.