

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 take immediate action, which includes:

- 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, followed by the immediate grounds and then the surrounding area.
- 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 Nursery Manager must then contact the Nära Nurseries Director of Education to 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 is to 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

Lost Child Procedure from Outings

At Nära Nurseries, we are committed to promoting children's safety and welfare. This includes where children are on outings and visits. In the unlikely event of a child going missing whilst on an outing we take immediate action, which includes:

- The immediate area will be searched by all available staff, whilst the remainder stay with the children.
- Should the outing take place in an area with a 'lost child' department or security staff, these are to be contacted.
- If the child is not found within the initial search of the immediate area, the police are to be called by the senior in charge of the outing or the Nursery Manager (if present).
- The Nursery Manager must then contact Nära Nurseries' Director of Education to inform them that a child is missing.
- The designated person in charge will then update the nursery who will contact the child's parents giving details of what has happened.
- Remaining children are to return to the nursery, with the appropriate number of staff members, whilst the available staff continue their search.
- In the unlikely event the child is not found, the nursery will follow all directions and procedures given to them by the police/local authority.

Following the incident

- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, and notification to police.
- The incident is to be reported to all relevant regulatory bodies (Ofsted and the Local Authority Designated Officer), as advised by Nära Nurseries Director of Education.
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary