

## Lost Child Policy

### **Aim**

To make sure everyone in the centre knows what to do in the event that a child gets lost on or off site.

### **Methods**

If it is noticed that a child is missing from the centre this is the procedure to follow:

- All staff within the area/group must be notified and told to keep calm so not to upset the children.
- The remaining children should be safely grouped with adequate staff so that other staff members can search for the missing child. This might be using other staff who are in the centre and not directly working with children at that time.
- Additional exits must be manned whilst trying to locate the child; this might be using other staff who are in the centre and not directly working with children at that time.
- If the child is located, two staff members to check whether he or she is injured. The most relevant member of the Senior Leadership Team to call the child's parents to tell them what has happened and to record the conversation on the lost child form. Parents/carer to sign the form when they collect the child.
- The most appropriate members of the Senior Leadership Team will do a risk assessment of the incident on that day.
- Where a child has gone missing from the nursery the Childcare Manager to inform Ofsted by phone ASAP and also in writing within 24 hours.

If the child is not located after a first initial search the police are contacted.

- The most appropriate member of the Senior Leadership Team or Office staff will do this from the office phone; the centre's name and address is located by all telephones.
- The person making this call will record the conversation with the police on the lost child form.
- The parents/carer will be called after the police to explain the situation.
- The on site health team and Loseley Fields Primary School will also be called and given details of the child so they can look as well.
- The Centre Manager will reassure the team and keep them informed of what is happening.
- A member of the Senior Leadership Team will continue to document the incident about what is happening.
- When a child goes missing from the nursery and then found Ofsted will be informed on the telephone and also in writing by the Childcare Manager.
- Following the incident the most appropriate members of the Senior Leadership Team will carry out a risk assessment of the incident to ensure this does not happen again.
- Following the incident, statements must be taken from all staff working in the group from which the child went missing. This should be done on the same day.
- We will hold an emergency staff meeting the following day to go through the policy and to inform staff of any changes recommended by Ofsted.
- All parents/carers will be notified in writing of the incident and told about any changes or new procedures.

When this occurs off site:

- The remaining staff on site may want to position themselves at the exits to watch for the missing child in case they return to the centre..
- The person in charge of the off site visit and another member staff will have their mobile phones with them and search the area, staying in contact with each other by phone and the rest of the group with the allocated person from the group (another staff member or a parent).
- The person in charge of the off site visit will alert the centre from the place they are visiting and after the initial search they will contact the police and the parents/carer of the child if they are not already with them.
- The deputy manager will reassure the team and parents of what is happening
- Once the child is found Ofsted will be informed on the telephone and also in writing. The Childcare Manager and deputy will carry out a risk assessment of the incident to ensure this does not happen again.
- Following the incident, statements must be taken from all staff working in the group from which the child went missing. This should be done on the same day.

#### Useful resources and websites

**Police 999**

**Parent's details are located in the office in the child's files.**

**Royal Society for the Prevention of Accidents (ROSPA)**

[www.rospa.com](http://www.rospa.com)

**Health and Safety Executive (HSE) Information Line**

**0845 3450055**

This policy was written for Loseley Fields Children Centre.

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**Position:** Childcare Manager

**Signature:**

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