

Little Trinity Ltd

Policy on Lost Children

There are a number of situations where a child could be lost.
These are:

- Where a child wanders off from the classroom
- Where a child wanders off from the outside play area
- Where a child is taken from the nursery by an unapproved adult
- Where a child wanders off on an outing

Should a child become lost the following action will be taken:

- Alert the Nursery Manager Miss G Carter or Deputy, who will make enquiries to relevant members of staff as to when the child was last seen and where.
- Remember the safety of the other children with regard to supervision and security
- Ensuring that the remaining children are sufficiently supervised and secure; one or two members of staff will search the building, garden and immediate vicinity as appropriate.
- If the child cannot be found within fifteen minutes then the police and parents will be informed.
- Continue to search, opening up the area, and keeping in touch with base.
- When the situation has been resolved the members of staff will review the reasons for it happening and ensure measures are taken to ensure that it does not happen again. An Incident form will be completed; reporting all details of the situation.
- In the situation that a child is lost in Nursery the Office for Standards and Education (Ofsted) will be informed.