



2-4 Brook Street
Luton, Bedfordshire
Tel: 01582 730510
www.trainingdepot.co.uk



TRAINING DEPOT DAY NURSERY

Lost Child Policy

All staff have a responsibility to ensure the safety and security of the children in the setting and whilst out of the nursery on any trips or outings.

Procedures for a Lost Child whilst at Nursery

1. In the unlikely event of a child leaving the Nursery premises alone, the senior member of staff in charge, will speak to all relevant members of staff about when and where the child was last seen. The senior member of staff in charge will also ensure the remaining children are sufficiently supervised and safe.
2. Two members of staff will immediately search the Nursery building and garden. Two staff will then search in the surrounding area in every direction.
3. If the child is not found immediately, the Police will be contacted and the child's parents will be contacted and informed of the situation. The senior member of staff in charge will follow instructions given by the Police. The staff will continue to search and assist the Police in any way, until the child is safely found.
4. When the situation has been resolved, staff will review the reasons for the incident occurring and put protective measures into place to ensure it does not happen again.

Offsite Visits

There are a number of procedures that are carried out before any children are taken on a trip or outing. They are as follows:

- A discussion will be had with the children attending the trip before they depart. The discussion will include safety procedures the children will need to follow and answering any questions the children have regarding the outing.
- A Risk Assessment of the trip / outing will be carried out and recorded.

- A Risk Assessment of the route / journey will be carried out and recorded.
- All names of the children attending the trip will be recorded and held by a senior member of staff throughout the trip and by the office at Nursery.
- Contact details of the parents for each child who will be attending the trip / outing will be held by the office at Nursery.
- Children will be easily identifiable by wearing high visibility sleeveless jackets with the Nursery logo on.
- One member of staff will carry a mobile telephone with them – this will only be used in an emergency to contact the Nursery.

Procedures for a Lost Child whilst outside Nursery

1. In the unlikely event of a child getting lost during a Nursery trip, the member of staff who notices an absence of a child will inform the most senior member of staff and then all members of staff nearby.
2. The senior member of staff in charge will immediately re-count all the children in each group and will then inform the Trip Co-ordinator of the premises they are visiting.
3. The most senior staff will check with the other staff near to where the child was last seen and search the surrounding area.
4. The senior member of staff in charge will ensure the remaining children are sufficiently supervised and safe whilst two members of staff will search the premises being visited.
5. If the child is not found immediately the Police will be contacted, the parents will also be contacted and informed about the situation.
6. The senior member of staff in charge will follow instructions given by the Police and will remain at the location to continue the search and assist the Police in any way, until the child is found safely. The other staff and children will return to the Nursery if appropriate.
7. When the situation has been resolved, a record of the incident will be made, and staff will review the reasons for the incident occurring and put protective measures into place to ensure it does not happen again.

Reviewed in March 2017 by Mrs Melissa Reavell

Adopted by all Staff Members