

# Lost child policy

## Introduction

Salford Family Nurseries takes reasonable steps to ensure the safety and welfare of the children attending. It is important that staff know the whereabouts of all children during the session to ensure their welfare and safety. The completion of the children's registers are an OFSTED and a fire safety requirement. Room registers and main office registers are to be kept up to-date. All children are signed in on arrival and out on departure by a member of the staff team. The most senior member of staff in each room, usually the Team Leader or Deputy Team Leader, is responsible for ensuring that all children are checked in and out on the Iconnect system within a timely manner.

Staff in each room will record how many children are expected for each session they will accurately record how many children attend each session.

In the unlikely event of a child going missing from the nursery area, the following procedure will be implemented:

1. Inform a member of the management team/ using the code name "Teddy Bear" so as not to alarm any parents/ visitors who are in the building
2. Check the nursery building and grounds thoroughly, including the immediate local surrounding areas
3. A permanent member of staff to monitor the main nursery/children centre exits to check who enters and leaves the building
4. A member of the management team will talk to all staff in order to ascertain the last time the child was seen, and to ensure the child has not been collected from the nursery. A member of the management team will then inform the parents and the police. The aim is to call the police within 5 minutes of the notification that a child is missing. During this period staff will be continually searching for the missing child, whilst other staffs maintain ratios and as near to normal routine as possible for the rest of the children in nursery.
5. Staff will comfort and reassure the parents/carers, realising they will be upset and possible very angry.
6. The Manager will await instructions from the Police.
7. Safety procedures will be reviewed following the incident.
8. Ofsted will be informed of this as a 'significant incident' the action taken and the outcome.
9. Nursery will act on any instruction given by OFSTED and the police and we will cooperate with any investigation into the incident.

10. With incidents of this nature, parents/carers may require support and reassurance following the traumatic experience.

**This policy was updated: April 2024**

**Signed on behalf of the nursery managers:**

**Reviewed by: Debbie Evans, Val Worrall, Joanne Kirk, and Angela Jones, Sukwinder Singh**

**Date of Next Review: April 2025**