



Lost Child Policy

Once Upon A Time Nursery will ensure that the premises are safe and secure to ensure children will not be able to leave the premises without a staff member or other adult authorized by the parent/carer.

This Policy supports the Outings Policy and will be implemented in the exceptional situation where a child either becomes lost whilst on an outing or leaves the premises unaccompanied.

- Staff will ensure frequent head counts are carried out
- A senior staff member will be alerted and enquiries made as to when the child was last seen, and where
- The safety and security of the other children must be maintained and at least one adult must remain with these children
- As adult/child ratio will be reduced it is important that remaining children are kept suitably occupied
- At least one member of staff will search the premises and any outside space in the immediate vicinity
- If the child is not found within a couple of minutes, then the parents and police will be informed, and CIW/children's service will be informed.
- The search will continue, staff will keep in touch by mobile phone
- There will be a review of the situation which allowed the child to become lost and measures taken to ensure the situation will not happen again.
- The parent/carer will receive written evidence of the review and measures being put in place to prevent further incidents.