

Lost Child Policy

As soon as a child is thought to be missing – the manager needs to be notified.

The manager will then notify other members of staff without causing panic amongst the other children. The safety of everyone else on the site must not be compromised at any time.

The action plan that the manager needs to put in place is as follows:

1. To check that the main gate is still locked – if not (telephone Rodborough School and make them aware of the situation)
2. To check indoor and outdoor places of concealment.
3. To check the perimeter fence for possible openings.
4. Re-check building and outside area.
5. Two members of staff to remain with the children on site – one member of staff to search outside are – to take mobile phone and report back to nursery.
6. If child is located and injured - (the relevant sections of the health and safety policy must be put into place).
7. If the child is unwilling to return to the setting – the member of staff must stay with the child and parents need to be contacted.
8. If the child is not located immediately – the Police need to be contacted using 999 – the nursery manager – at the nursery must do this once the member of staff searching for the child has reported the situation.
9. The Police will want the following details – the nursery manager must have this at hand when contacting the Police:
 - The address of the nursery
 - The next of kin of the child
 - A detailed description of the child, including age, gender, working down from head to toe including as much clothing description as possible.
 - The circumstances of the incident, including anything that may have triggered the disappearance i.e. how long they have been missing , where they were last seen.
 - Who is looking for the child, where are they, do they have a mobile with them, where are they now.
10. The manager is responsible for informing the child's parents using the contact details held on the registration form.

11. If the child is still unfound after an hour – the directors need to be informed.
12. The incident needs to be documented. This report needs to be forwarded to Ofsted. This report needs to be completed by the Directors and filed in the Critical Incidents Folder.
13. Staff responsible for searching will continue to search (unless otherwise advised by the police).
14. It is important at all times that the staff and child ratio at the nursery is maintained and that any confusion or anxiety relieved by nursery staff.
15. The Manager needs to continue to document the incident throughout.
16. Once the child is found – notification needs to be made to nursery staff and children, parents and directors.
17. Ofsted must be notified of the whole incident and the outcome.
18. A risk assessment needs to be carried out by the directors in conjunction with the manager – to prevent such an incident from happening again.

Useful Resources and Websites:

Health and Safety Executive (HSE) Information Line
0845 345 0055

www.hse.gov.uk

5 steps to Risk Assessment - HSE Publications

A Guide to Risk Assessment Requirements – HSE Publications

Royal Society for the Prevention of Accidents (ROSPA)
www.rospa.com

This Policy has been read and understood by:

Signed: _____

Dated:

Policy to be reviewed: 04.03.09