

## Lost Children Policy

To be reviewed Bi-Annually.

Policy Agreed May 2018. To be reviewed May 2020.



### **POLICY IN RESPECT OF CHILDREN LOST.**

- Staff should endeavour to ensure the safety of children at all times.
- Garden/play areas should be inspected prior to outdoor play activities taking place to ensure that the area is safe and secure.
- A headcount should be undertaken prior to outdoor play and when returning back inside after outdoor play.
- A further headcount should be undertaken at the beginning of each session.
- All head counts should be recorded on the relevant proforma.
- All door handles should be of a height that prevents children from leaving the room.
- All exit doors from the building should be secure at all times.
- Signs should be displayed alerting parents/carers and visitors to the building of the importance of closing doors and preventing unauthorised access.
- Staff ratios in respect of outings will be adhered to for all visits off the nursery premises. All relevant information relating to staff, children, route, destination and mobile contact numbers will be recorded and given to a member of the Leadership Team prior to the outing/visit. To follow current health and safety guidance in relation to educational visits.

In the event of a child being lost the following procedure should be adhered to;

- The surrounding area should be searched thoroughly.
- The Leadership Team member of staff on duty should be informed immediately.
- Continue to search for the child until told otherwise.
- Try to remain calm and ensure the other children are not distressed.

The Leadership Team member of staff on duty should;

- Notify the child's parent / carer immediately.
- Notify the child's Social Worker if one is identified.
- Notify the police.
- Notify the Local Authority.
- Notify the Child Protection Unit.
- Clear and accurate records should be compiled in respect of the incident.
- An internal investigation should be undertaken.
- Written statements should be obtained from all parties.

### **Policy review**

This policy was reviewed by a group of five Governors on behalf of the Curriculum, Children and Family Committee on Thursday 10<sup>th</sup> May 2018 and ratified at the Governing Body meeting of Everton Nursery School and Family Centre Governing Body on Thursday 17<sup>th</sup> May 2018.