

Lost Child Procedure

The Nursery has the benefit of a substantial outside play area within the secure confines of its premises.

Children engage in outdoor play throughout the year, subject to suitable weather conditions, but always remain on the premises.

The Nursery maintains a policy of constant attendance within the premises in order to ensure reassuring peace of mind to parents in terms of safety.

In the extremely unlikely event therefore of a child becoming missing during a Nursery day, staff will perform the following procedure.

- Team leaders/representatives will confer to establish and confirm a missing child circumstance, checking that a child has not inadvertently and momentarily entered another group area.
- Confirmation of a definite missing child will be conveyed to Senior Management.
- Senior Management will organise a thorough search of the premises, inside and out, retracing the child's known movements. Maximum staff will be enlisted in this exercise whilst ensuring the safe supervision of all remaining children in the Nursery.
- The thorough search will include areas immediately outside the premises i.e. Lancaster Road, and neighbouring properties.
- In the event of a child remaining undiscovered after 10 minutes, Senior Management will inform the police and the child's parents.