



Policy on Lost Child

Stepping Stones nursery takes the safety and well being of the children who attend the provision very seriously. We have strict procedures for outings, outside play and security of the children when in the nursery.

A lost child at the nursery

In the unlikely event of a child going “missing” whilst at nursery the following procedure would need to take place:

- All other children within the will be collected together in a secure room.
- They will be watched by half of the nursery staff present, whilst other staff will undertake a thorough search of the building and outside play area, also all rooms, cupboards, corners etc; large enough to hide a child will be inspected.
- At the same time a member of staff would be sent to search the immediate surrounding area.

If the child is found then the parent/carer will be informed of what has happened at the end of the session. Details would be recorded in the incident record book.

If the child is not found the senior member of management (manager or deputy) would inform firstly the police then the parent/carer and owners immediately. Whilst waiting for them to arrive a wider search of the neighbourhood should be carried out.

Following the incident a full and thorough investigation would be conducted and relevant risk assessments and policies would be amended.

Ofsted will be informed.

A child lost while on an outing

In the event of a child being lost on an outing, the below procedure would need to be followed:

- The senior staff member (present on the outing) must be informed immediately.
- All other children will be collected together; half of the staff on the outing should search the area while the remaining children are supervised by the other half of staff.
- A call to the nursery should be made immediately to notify the managers or other senior management.

If the child is found, the parent/carer will be informed at the end of the session. Details would be recorded in the incident book upon return to nursery.

If the child cannot be found after a maximum of 5 minutes the senior staff member in charge of the outing should telephone the police and the nursery. If risk factors are high (such as being in a busy area of town for example) these phone calls should be made sooner. The nursery will inform the parent/carer and will send a senior member of staff (if not present already) to the incident immediately, along with any other staff they are able to free up to join the search.



Following an incident of this nature a full and thorough investigation will be conducted. This would look at what occurred and whether any changes were required for the risk assessments and policies.

Ofsted will be informed.

This policy is written in line with 3.64, 3.27 and 3.29 of the Statutory Framework of the Early Years Foundation Stage