Lost child Policy and Procedure

1. Introduction

The purpose of this policy is to outline the procedures that are in place to protect children and what employees need to do in the event of a lost child to find them.

2. Contents

The following sections are included in this policy document:

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3. Registers

On arrival, children are signed in by employees in the room.
Full head counts take place during registration at 9:30 am, 11:30am and 4:00pm.
On departure, the child is signed out by the employee conducting the handover.

4. Lost child at the Nursery

In the event that a child is missing, the following steps would be taken:

- The employee who first recognises that there is a child missing should calmly and quietly alert the other employees in the room.
- An appropriate number of employees (within ratio) to gather all children together in one room, informing the Nursery Manager of the situation. An interactive story time will be organised to engage these children and avoid causing unnecessary stress
- The Room Manager must check quietly to see if child has already been collected.
- The Nursery Manager to check exits for signs of security breach.
- Remaining employees to systematically search the building and garden.
- After 5 minutes of investigation, the Nursery Manager will call police and then the parents.
- The remaining children will be supervised together for a further 10 minutes whilst we await guidance from the police.

5. Lost child during outings

In the event that a child is missing, the following steps will be taken:

1. The employee who first recognises that there is a child missing should calmly and quietly alert the other employees on the outing.
2. 1 or 2 employees gather all children together in one area for a story.

3. The employee leading the outing will check immediate vicinity whilst calling the Nursery Manager to inform them of the situation.
4. The employee should then shout as loud as possible to the nearest person a clear description of the child:
   "CHILD MISSING. BOY, 3 YEARS OLD. BROWN HAIR. BLUE HOODY, BLACK TROUSERS, GREEN WELLIES"
   This will enable civilians, who may have seen the child, to be able to recognise their description and remember if they have seen the child. Once this has been shouted to the nearest person, the employee will then immediately begin searching. If the employee comes across any other civilian, they must give the exact same description.
   It is important when completing the trip risk assessment prior to the trip, that the staff members delegated to each group of children make a mental note of their clothing that day.
5. The nursery manager must immediately travel to trip location to aid search.
6. After a maximum of 5 minutes of investigation depending on the risk level of the environment, the employee leading the trip will call the police and use the 'Emergency site information form' and 'What3words' to tell the police their exact location and any other information they need. (See Appendix 1)
7. The nursery manager to call the parents as soon as they arrive at the site.
8. The remaining children will be supervised together until arrival and further guidance from the police.

A copy of this procedure is taken on all outings along with every parent's contact numbers.

Immediately after the event, the nursery will conduct a full investigation to see if lessons can be learnt and OFSTED will be notified.

6. Review

This policy will be reviewed annually and also in line with any changes in statutory guidance.

7. Version Control

Version	Date	Status	Comments	By
1	September 2018	Issued		Polly Manners
2	October 2022	Updated		Polly Manners
3	November 2023	Reviewed	Added version control	Sophie Eade
4	January 2025	Updated	Policy made clearer	Sophie Eade
5	June 2025	Updated & reviewed	Added emergency site information appendix	Sophie Eade
6	May 2026	Reviewed		Sophie Eade

Appendix 1 – Emergency site information – Example

Home from Home Nursery School
Emergency Site Information

Compiled by: Sophie Eade **Date:** December 2023

This form is to record useful information and emergency details.
This information should be carried by the Leader.

Name of site	West Park (In Worthing Leisure Centre grounds)
Grid Reference of site	TQ 12443 03129
Postcode of site **What 3 words**	BN12 4ER passes.pump.plenty
Vehicle access	Vehicle cans park in leisure centre car park.
Access to and from shore	N/A
Main contact	Home from Home Nursery School Worthing, 69 Grand Avenue, Worthing, West Sussex, BN11 5BB. Phone: 01903 248115.
Local Coastguard Office	**The Lido** **Worthing BN11 3PP**
Worthing Beach Office	N/A
Nearest phone **Mobile phone reception**	Trip mobile phones. One in leader rucksack and one with another staff member.
Emergency numbers	Mobile phone: **112** (priority emergency number for mobiles) Land-line: **999**
Nearest hospital with accident and emergency http://www.nhs.uk/servicedirectories/pages/ServiceSearch.aspx	Worthing Hospital, Lyndhurst Rd, Worthing BN11 2DH Tel: 01903 205111
Medical Advice	**NHS Direct 24-hour helpline:** 0845 46 47
First Aid Pack **Throw rope (if appropriate)**	First Aid Pack in Leader's rucksack N/A

List of particular features of site.	Train line runs along the top of the green with chain link fence. To be aware of litter around base of fence and holes or breakages in fence/sharp metal. When playing on the green to be aware of dogs off the lead and dog faeces in the grass. Within the play park approved equipment for use is: metal roundabout; small climbing frame with slide, small climbing wall and stairs; wooden obstacle course; two sets of swings. To be aware of high level of traffic at school closing times and may want to avoid.

Map of Site:

