



Little Monkeys Day Nursery & Pre School

Lost Child Procedure

In the event of a child becoming "lost" whilst on the nursery premises the following action will be taken:

- Manager or deputy manager will be informed **immediately**.
- All children to assemble in groups with key workers who will check numbers while the search is under way.
- Manager/Deputy to check that all possible exit routes are closed and locked.
- Outside play area to be checked, including inside sand playhouse, climbing frames, tunnel, rabbit area and storage shed etc.
- All indoor play areas to be checked, including toilets and all areas of nursery.
- Kitchen, staff toilet and office to be checked.
- An immediate area search will take place by manager or deputy manager.
- If the child has still not been accounted for, the manager will contact the police
- The manager or deputy manager will also contact the parents of the child that is missing.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery.
- The manager or deputy manager will meet the police and parents.
- The manager or deputy manager will then await instructions from the police.
- Any incidents must be recorded in writing as soon as practicably possible.
- Ofsted must be contacted and informed of any incidents.
- In any cases with media attention, staff will not speak to any media representatives.
- Post-incident risk assessments will be conducted following any incident of this nature to ensure this does not reoccur.
- All steps will be taken to ensure that an incident such as this does not happen again.

This procedure was adopted on:

June 2018

Signed on behalf of the nursery:

Laura Fradsham (Owner/Manager)

Date for review:

June 2019
