



## **Cornerstone Nurseries Lost Child Procedure**

**In the unlikely event that a child is lost whilst the nursery is on an outing the procedure is as follows;**

- Look for the child thoroughly, children like to hide, check everywhere a child could get into.
- Inform the Nursery Manager immediately.
- A member of the management team will contact the parents – talk to them calmly and give factual information.
- Contact the police – give them the child’s description (including clothing) and advise them that the child should be wearing a wristband containing the nursery details. The parents' contact details must be given.
- The nursery must inform the ‘Head of Operations.’
- One member of staff is to stay where the child was seen last, while the rest of the staff and children return to the nursery.
- A full incident log will need to be recorded.
- Ofsted will be called to notify them of an incident if required

It is imperative that staff ensure that all children are wearing a nursery identity wristband before they leave for any outing.

Outings are always recorded in the outings book. If a room chooses to go for a walk they will list

the staff and children who are going on the walk on the outings form/book and detail what they are wearing.

Staff must continually check that everyone is accounted for. Staff will ensure all children are aware of the rules and boundaries and the reasons for them.

All staff on outings must ensure they take the nursery mobile telephone.

**In the unlikely event that a child leaves the nursery premises, the procedure is as follows**

All entrances/exits within the nursery are always secure or accessible through using an intercom system & coded entry. This makes it virtually impossible for a child to leave unobserved/unattended.

An accurate and up to date signed register is maintained to log arrivals and departures of the children, staff and visitors on a daily basis.

If a child was to become “lost” whilst on the nursery premises, staff will...

- Thoroughly check the premises and the outside area of the site to look for the child.
- The manager is to be informed.
- At Cornerstone Day Nursery Priestley Road, The Manager/Deputy can check the CCTV of interior corridors and external car parks to look for any signs of the child

leaving. A member of the management team will contact the parents- talk to them calmly and give factual information.

- Contact the police – give them the child's description (including clothing). The parents' contact details must be given.
- Children at the nursery will need to be supervised by a minimum number of staff while the rest of the staff team search the area.
- A full incident log will need to be recorded.
- Ofsted will be called to notify them of an incident if required

Reviewed 22/03/24 CJS. Review Annually