

Maidenbower Infant School Nursery

Lost Child Policy

All Nursery staff will take every precaution to ensure the safety of all the children whilst in their care. Children are in our care and are therefore the responsibility of the Nursery staff throughout the session until they are collected by their parents/carers.

The Nursery Manager will ensure:

- * Open windows are inaccessible to the children.
- * The outside area is secure and supervised at all times.
- * When on local trips, adult to child ratio is maintained according to the risk assessment for each individual trip.

All staff will:

- * Ensure that any access doors are kept closed and secured or alarmed and cannot be unsecured by the children.
- * Ensure that the attendance register is completed at the start of each session, and as children arrive and leave during a session and the number of children present is written up on the display.
- * Ensure a head count is completed at the start and end of each session and carry out regular headcounts during the session to confirm numbers of children against the daily register.
- * Be responsible for recording information regarding early collection by placing it in the register for that session.
- * Be responsible for the recording of messages regarding absent children and completing the daily register as appropriate.
- * Be responsible for informing other staff of early collection of children.
- * Ensure that once the child has been collected, they will be signed out in the register detailing the time. Then change the number of children present on the display.
- * Know how many children are in attendance for each session
- * Ensure that any messages regarding children being collected by someone who does not normally collect them are recorded on the register.

In the unlikely event of a child being lost or missing:

It is important not to alarm the other children should a member of staff suspect that a child is missing

- * The manager will make a headcount of all the children present and check it against the attendance register for that session to confirm that the child is missing and has not been collected early.
- * Without alarming the other children they will be asked if they have seen the particular child.
- * A member of staff will check all areas of the Nursery.
- * The manager will immediately alert the school office and the Head teacher, who will organise a search of the school premises.
- * Staff will ensure that all other children remain safe and adequately supervised whilst the searches are underway.
- * Parent/carer will be contacted upon determining that their child has managed to leave the Nursery and school premises.
- * The police will be informed when it is certain that the child is not on the premises and that the parent has not collected the child early, without any record being made.
- * The manager will inform Ofsted of the incident. After any such incident an action plan and review of the daily routines and risk assessments will be carried out to see how to prevent this from happening again.
- * The Chair of Governors will be contacted and informed of the situation.

THIS POLICY IS REVIEWED ANNUALLY. A SIGNED COPY OF THE POLICY IS DISPLAYED ON THE PARENTS INFORMATION TABLE IN THE NURSERY.