



St Lucia's Primary school & Nursery

3.72
(EYFS S.F 2014)

Policy for lost child at the Nursery

The Nursery will:

- Ensure the building and outside area are as secure as possible.
- Ensure that at the start and end of every session the children are supervised carefully and only handed over to an authorised person.
- At drop-off and collection times, staff keep a vigilant check on the door to ensure no children leave the building unaccompanied. Our induction explains to staff that they must be particularly aware at this time and that although one member of staff is deployed to let parents and carers in and out, staff must be watchful in case that member of staff becomes engaged in an important conversation with a parent and their attention is distracted. In this case, another member of staff must take over door duty
- Parents/carers are asked for contact details (including emergency contact details) and these are up-dated annually. Parents are reminded through the half termly newsletter to let the Nursery know immediately if any of their details change.
- Parents/carers are asked to complete a form stating who will normally collect their child and informed that we cannot let a child leave with anyone for whom we do not have written permission. Parents are also asked to let staff know if there are any changes in who will collect their child and written consent is obtained prior to collection.
- A pass word system is in place to ensure that only an authorised person can collect the child.
- Children will only be allowed to leave the Nursery with an authorised adult. Staff are vigilant when children are leaving the Nursery to make sure each child is accompanied by an adult.
- Staff are vigilant throughout the session conducting regular headcounts and being aware of where children are at all times.
- Children are only allowed outside accompanied by adults. Adults check the outside area before children are allowed outside and check that perimeter gates are closed.
- Ensure that there are the correct ratios of adults to children at all times i.e. 1:4 adult: children for 2 year olds and 1;8 for 3 & 4 year olds.

The Procedure to follow if child goes missing from the Nursery:

- The person in charge will carry out a quick search of the building and outdoor area.
- All children will be brought together in the book corner.
- The register is checked to make sure no other child has also gone astray.
- Ensure that the remaining children are occupied to minimise distress.

- A thorough search is then done within the Nursery and school premises with help from school staff.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is not found within 10 minutes the parent/carer is contacted and the missing child is reported to the police
- The Nursery leader talks to the staff to establish what happened. A member of staff will continue to search the surrounding area.

- The leader will contact the Chair of Governors to explain what has happened.

- The leader will also contact the Early Years Education & Childcare Officer – Angela Jones 07810050488 – for support and advice.

- Ofsted will be informed.

The investigation

- The management committee chairperson will carry out a full investigation taking written statements from all the staff present at the time.
- The key person/ staff writes an incident report detailing:
 - the date and time of the report;
 - what staff/ children were in the group
 - when the child was last seen in the group
 - what has taken place in the group since then; and
 - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.

- The Governing body will inform Ofsted of what has happened and what changes have been put in place to prevent this happening again.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- The School Insurance Department at is informed.
- The person in charge will maintain contact with the family and offer support.
- The incident will be evaluated and the policy & procedure will be reviewed.
- The security and practice will be improved if deemed necessary.

This policy and procedure was reviewed and adopted at a meeting of St Lucia's Nursery Governing body on _____

Signed on behalf of the Governing body

Role of signatory _____

This policy and procedure will be reviewed annually.