



St. Lucia's  
Upton Magna

St Lucia's Primary School & Nursery

3.65 & 3.72  
(EYFS S.F 2014)

### **Policy for a Lost Child at Forest School**

The Nursery will:

- Undertake a site visit prior to the visit to carry out a risk assessment.
- Ensure that there is an appropriate adult to child ratio at all times. This will be determined by a risk assessment.
- Prior to Forest School children and adults will discuss the importance of what they should do if they become separated from the group.
- Arrange for everyone to meet up at regular intervals to have snack and take a head count.
- All adults must have a fully charged and in credit mobile phone with relevant contact numbers.
- Follow the procedure carefully in the event of a child going missing, and inform the child's parents/carers as soon as possible.

### **Procedure to be followed if a child is lost on an outing:**

If a child goes missing whilst at Forest School the setting ensures that the following procedure is carried out.

- As soon as it is noticed that a child is missing, staff at Forest School ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One member of staff searches the vicinity..
- If after 15 minutes, the child is not found then further help will be sought from the Warden (Colin Morris)
- The person in charge of the setting is informed if he/she is not on the outing. He/she makes her way to the venue to aid the search and be the point of contact for the police as well as to support staff (Bob Thurston 01743 708169)
- The person in charge of the setting contacts the child's parent/carers who makes their way to the Forest School setting as agreed with the person in charge.

- The staff contact the police using the mobile phone and report the child as missing.
- The person in charge contacts the Primary School head ( Mrs Woolley) and chairperson of the Governing body ( Mr Jarvis) who comes down to the Forest School site as soon as possible

### **The investigation**

- The Governing body carries out a full investigation taking written statements from all the staff present at Forest School.
- The key person/ staff writes an incident report detailing:
  - the date and time of the report;
  - what staff/ children were at Forest School;
  - when the child was last seen ;
  - what has taken place on the site since then; and
  - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the child went missing, and the report shared with the child's parents/carers, police and site management.
- 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.
- Ofsted is informed.
- The Insurance Department of the School 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 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

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Role of Signatory \_\_\_\_\_

This policy and procedure will be reviewed annually.