



**LOST CHILD POLICY**

In the unlikely event of a child going missing whilst in the care of the nursery, the Manager will search the entire building and grounds and then telephone the police. The parent/carer will be contacted to inform them of the situation.

As many staff members that ratio requirements allow shall immediately leave the nursery and search the surrounding area in different directions. The search should last no longer than fifteen minutes.

The Manager will follow instructions given to them by the police. The staff will continue to search and assist the police until advised otherwise.

In the unlikely event that children are lost when they are taken for walks on the nursery grounds, or off site, the Group Leader will count the number of children in the group. The owner or coordinator of the site being visited will be informed about the missing child.

The staff will undertake a search of the site and surrounding area. If a child is still missing then the police and parent/carer will be contacted. The Group Leader is to remain at the site until the child is found, whilst the remaining children and staff are to return to Grassroots Day Nursery. The Group Leader will follow the instructions given by the police and continue to search until advised otherwise.

Signed .....Proprietor

Signed.....Manager

To be updated 1/11/2017 or before if required