



## **Basnett Street Nursery School & The Chatterbox Club**

### **Lost child policy/procedure.**

All members of staff have a responsibility to ensure the safety, security and welfare of children in the setting. It is key person's responsibility to ensure all children are on the registers and accounted for. Late arrivals will be registered by the School Bursar/Manager and information shared with the child's key person.

If a child is with their parent/carer on the premises that adult is responsible for the supervision of the child.

A parent/carer is responsible for the safe supervision for the child whilst outside of the premises i.e. at drop off and pick up, whilst waiting for the beginning of the session and on the main street.

When accessing outdoor play the perimeter fence is secure and all gates are locked. Following outdoor play a check of the grounds is carried out to ensure all children have returned inside.

In the unlikely event of a child going missing within/from the nursery, the following procedure will be implemented immediately:

- The Head teacher/Manager will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the nursery, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children so they remain supervised, calm and supported throughout
- The Head teacher/Manager will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted
- A second search of the area will be carried out
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery

- The Head teacher/Manager will meet the police and parents
- The Head teacher/Manager will then await instructions from the police
- In the unlikely event that the child is not found the nursery will follow the local authority and police procedure.
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings.
- A thorough internal investigation will be made of the incident.
- An action plan will be put together to address any issues arising from the investigation.
- Ofsted will be informed of the incident, the action taken to remedy it and the contents of the action plan
- Any staff member found to be negligent in their duties will be subject to a review of their employment
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience, management will provide this or seek further support where necessary
- In any cases with media attention, staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring to be reduced.

### **Consultation, Monitoring and Evaluation**

The Governing Body, Headteacher and all staff have been involved in the writing of this policy and will monitor and evaluate it annually.

Internal use only

<b>This policy was adopted/reviewed on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
11.10.23	Lindsay Ingham	June 2025