

## Lost/Found Children Policy

It is our aim to ensure the safety and security of all the children in our care. Staff are at all times aware of the need to account for children and routinely count them in and out of the building at playtimes as well as carry out all spot checks through the day. We take additional steps to ensure children's safety on trips or visits.

If staffs are certain that the child cannot be found then they should notify the most senior person available who will take the necessary steps to ensure the child is found or procedures are followed to report their disappearance.

### Procedure

In the event of a child disappearing whilst in Nursery You must:

- Check with other members of staff to ensure child not sent home
- Check sign in sheet to ensure they have not left
- Check that child is not hiding in another room or in any enclosed space
- Inform manager
- Contact Parent
- Contact police
- Contact Ofsted
- Record last time seen child
- If a child is found immediately contact parent/police/Ofsted

### **When on a trip you must** (Ref: trip policy)

- Contact Nursery to ensure children are taken back to nursery
- Contact Parent
- Contact police

It is imperative a member of staff does not leave the last location the child has been previously seen, in case of their return