Tots 2 Toddlers

Lost Child Procedure and Practice

Intent of Policy:

Tots 2 Toddlers strives to ensure the safety of children at all times and all staff must be fully aware of what to do in the event a child going missing during the nursery day.

Implementation of Policy:

* Upon recognising a child has gone missing the member of staff must immediately inform the Room leader of which child is missing and where about’s in the nursery they were last seen.
* The Room leader then must report the incident to the Manager/most senior in charge where a search will then begin.
* The other Room leaders will be called to help with the search and the other staff members will be told to keep the children in the rooms; if any children are outside they should be brought in.
* A register check should occur to ensure no other children are missing along with a headcount.
* All other members of staff should remain calm and provide plenty of reassurance to the children while the search happens.
* Both Room leaders will check all rooms and areas inside the nursery where the child could be.
* If no success the search should be moved to the garden, looking in all areas and checking small spaces that a child could hide; the front garden should be checked as well as the main garden.
* If still no success, the Room leaders should report back to the manager for further instructions.
* One Room leader would then continue to look again inside and outside the nursery while the other Room leader will widen their search to front of the nursery and the surrounding areas.
* Once the child has been located, they should be brought back to the nursery with reassurance.
* The Manager/most senior in charge should be informed and all other members of staff, the nursery day should then continue as normal.
* The child should then be spoken to by the Room leader, asking them how they had gotten away and explained to the importance of staying with their friends and teachers, HOWEVER; it should be remembered this child may be distressed so should be handled with care and sensitivity.
* The parent or carer must be contacted by the Manager/most senior in charge to be informed of the incident. Again reassurance should be given and the parent should be handled with care and sensitivity.
* An incident report should be written along with witness reports. The parent or carer should then sign this upon collection.
* In the event of the child not being found within 5 minutes of the Room leaders search off of the nursery premises, the Police should be contacted and the child’s parent or carer.

To prevent a child going missing:

* Frequent headcounts should occur every 10 minutes.
* Registers should always be where the majority of the children are and all children must be signed in correctly.
* All staff should be aware of how many children are in that day through effective communication and the use of the days numbers chart located on the hatched doors.
* Effective teaching of the Golden Rules; The Butterfly Way with the children. ‘Lining up nicely while we wait for a teacher’
* Lost Child Drills should occur every 6 months to ensure all staff are aware of what to do in the event a child does go missing.
* This Policy should be read and signed by all members of staff.

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| Review Date: | Signed: | Next Review Due: |
| 01/09/2021 | H Waller | 01/09/2022 |