



Reviewed on 5/03/2021

Lost Child Policy

At the Old School Nursery, we do everything to ensure that a child is not lost.

If, however, a child went missing in our care, the staff are responsible for informing the Nursery manager and the Proprietor immediately. As staff search for this child, we will then proceed to contact the parents, then the police, and to continue the search for the lost child.

To avoid this, we always make sure that the staff to child ratio is correct especially when leaving the premises to go on an outing or a walk.

The staff are always aware and professional in making sure they never leave the children unsupervised at any time.

We ensure at all times when going outside of the setting, that the staff take a mobile phone, first aid kit, and a list of the children with them, so that if anything were to happen they would have the necessary equipment to get help and the above would also apply.

A full written report would then be made by the staff involved with the incident, and the Nursery Manager and Proprietor would follow the incident up by informing Ofsted.