

## Lost Child Policy

### EYFS 2017

#### Safeguarding and Welfare Requirement

- 3.62. Providers must only release children into the care of individuals who have been notified to the provider by the parent, and must ensure that children do not leave the premises unsupervised
- 3.73. Providers must make the following information available to parents and/or carers: Details of the provider's policies and procedures including the procedure to be followed in the event of a child going missing at, or away from, the setting.

### Lost Child Procedure from Nursery

At **ICP Nurseries** we are committed to promoting children's safety and welfare. In the unlikely event of a child going missing within/from the nursery, we have the following procedure which will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The Nursery Manager will be informed immediately along with the staff present in the nursery. All available staff (whilst still maintaining the staff to child ratios within the setting) will conduct a detailed and co-ordinated search of the nursery building, followed by the immediate grounds and then surrounding area.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is not found on the initial search, the Nursery Manager will contact the police and inform them that a child is missing from the setting.
- The Nursery Manager must then contact the CEO or Head of Childcare and Operations to inform them that a child is missing from the setting. The parents of the missing child will also be contacted.
- 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 Nursery Manager is to meet with the police, informing them of the search so far including the areas covered. The Nursery Manager will then follow direction from the police taking over the search for the child.
- The Nursery Manager will keep the parents updated.
- In the unlikely event that the child is not found the nursery will follow the local authority and police procedure

### Lost Child Procedure from Outings

Whilst away from the setting, the **Outings Policy** is always followed.

At **ICP Nurseries**, we are committed to promoting children's safety and welfare. This includes where children are on outings and visits. We carry out regular head counts of children throughout any outing or visit. In the unlikely event of a child going missing whilst on an outing we have the following procedure which we implement immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- As soon as it is noticed that a child is missing, the staff members on the outing ask children to stand with their designated carer and carry out a headcount to ensure that no other child is missing.
- The immediate area will be searched by all available staff, whilst the remainder stay with the children.
- Should the outing take place in an area with a 'lost child' department or security staff, these are to be contacted.
- If the child is not found within the initial search of the immediate area, the police are to be called by the senior in charge of the outing or the Nursery Manager (if present).
- The designated person in charge will then inform the nursery who will contact the child's parents giving details of what has happened. If the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge
- The Nursery Manager must be informed who, where possible will join the outing to support the search and manage the situation.
- Remaining children are to return to the nursery, with the appropriate number of staff members, whilst the available staff continue their search.
- In the **unlikely** event the child is not found, the nursery will follow all direction and procedures given to them by the police/local authority.

### Following the incident

- The Nursery Manager is to follow the **Serious Incident Procedure (Appendix 33)** to report the incident as soon as practicably possible.
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police.
- The incident is to be reported to all relevant regulatory bodies (Ofsted and the Local Authority Designated Officer), as advised by Head of Childcare and Operations or the CEO.
- Whilst we do not investigate the matter until advised by Ofsted or the LADO, we will continue to gather factual information in regard to the incident and ensure any evidence is preserved. This fact-finding should be a neutral process and should not amount to an investigation of the incident. A summary of this information must be emailed to [notifications@ICPNurseries.com](mailto:notifications@ICPNurseries.com)
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.
- 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