

Bizzie Lizzies Nursery and Pre School.

Nursery Ofsted URN- EY392303
Pre school Ofsted URN – 2549120
RP number - 906327

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Lost
Child

Policy Statement

In the event that a child becomes lost while in the care of the nursery, staff will follow agreed procedures to ensure a systematic and timely response. Our priority is to locate the child quickly and safely, while also considering potential risks and ensuring that the other children in our care remain safe and supported.

Aim

If a child goes missing, we will:

- Begin a search immediately.
- Notify parents/carers and the appropriate authorities at the correct stage.
- Maintain a high standard of care and supervision for all other children while procedures are followed.

Children's Act Regulations:

Settings must have clear procedures to follow in the event of a child being lost or a parent/carer failing to collect a child.

Procedures

Lost Child on Site

1. Confirm attendance

- Check the register to confirm the child is present.
- Carry out a quick headcount.
- Conduct an immediate search of all rooms, cupboards, and outdoor areas within the nursery/preschool grounds.

2. Initial search

- The session supervisor will assign a staff member to search beyond the building (car park, road area, garden, field, and immediate village area).

- If the missing child attends the preschool, school staff will also be informed, and the school site will be searched.

3. Gather information

- The session supervisor will ask staff and adults when the child was last seen, what clothing they were wearing, and note the child's emotional state (e.g., happy, upset).

4. Contact authorities and parents

- The session supervisor will contact the police immediately and follow their advice.
- Parents/carers will be telephoned, informed of the situation, and asked to come to the nursery (using the child's usual route, where possible).

5. Continue search

- A second staff member will be sent to extend the search until instructed otherwise.
- If the child remains missing when parents arrive, they may be asked to return home in case the child makes their way there.

6. Communication

- Telephone lines should remain clear for urgent messages.
- Nursery routines will continue for remaining children, with staff providing reassurance and care.

Lost Child During an Outing

We minimise risk by ensuring:

- All children are closely supervised by staff, parents, or carers.
- Each child without a parent/carer is assigned to a member of staff (maximum ratio: 1 adult to 4 children).

If a child becomes lost during an outing:

1. The senior supervisor will gather all children and adults at a designated meeting point.
2. A headcount will be taken to confirm who is present.
3. Staff will ask adults when the child was last seen and what clothing they were wearing.
4. Staff will be dispatched to search, while one member of staff remains at the meeting point to receive updates.
5. The senior or deputy supervisor will inform venue officials and follow their advice.
6. The police will be contacted, and their guidance followed.
7. If the parents are not present, they will be telephoned and kept informed.
8. Where possible, a staff member will remain at the venue to assist in the search or escort the child back once found.