



**'At Bright Stars Plymouth CIC we promote equality between all people regardless of their sexual orientation, religion, race, gender or disability'**

Review Date : May 2026

## **Lost Child**

### **Policy Statement**

At Bright Stars Nursery a child's safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made, through carrying out outings procedure and arrival/ collection procedures, that the security of the child is maintained at all times. In the unlikely event of a child going missing, the lost child procedure is followed.

### **Procedures**

A lost child is defined as a child who has arrived and been registered at the nursery but has since gone missing.

As soon as it has been noticed that a child is missing the manager will be notified along with other staff who will endeavor to find out where and when the child was last seen.

The manager will carry out a thorough search of the premises whilst the other members of staff are reassuring the children where necessary.

If the child is found but unwilling to return to the setting, a member of staff will stay with the child until the parents/carers are contacted.

If the child is still unaccounted for, the manager will group the children together and call the register to make sure no other child has gone astray. In parallel, the school will be informed that a child has gone missing and asked to help with the search.

If the child isn't found, the parents/carers will be contacted and alerted to the situation. With their agreement, the police will be called and the child will be reported as missing.

The search will continue until advised by the police to stop and depending on staff ratio.



If the parents/carers can't be contacted, the manager will contact the emergency number supplied on the registration form (Please see appendices, for a copy of the registration form).

If they can't be contacted, the police will be called straight way and the child will be reported as missing. After contacting the police, the manager will call the headteacher and report the incident.

The headteacher will come to Bright Stars Nursery and together with the manager will speak to the parents/carers.

The headteacher will carry out a full investigation into the incident.

The manager will write a full report into the incident detailing:

- The date and time of the report
- What staff/ children were at the nursery and if relevant the name of the designated staff member responsible for the lost child
- When the child was last seen at the nursery
- What has taken place at the nursery before and since the child went missing
- The time estimated that the child went missing.

The head teacher will also conduct a full risk assessment and report to staff the findings and any additional changes which are to be made.

If the situation warrants a police investigation, all members of staff must fully co-operate.

The incident will be reported under RIDDOR arrangements.

OFSTED will be informed of the incident in writing and the outcome of the report

The insurance company will also be informed of the incident.

**This policy will be reviewed annually**

**This policy was updated May 2024**

Signed

(Chairperson)