

# Little Rainbow Nursery

## Lost child Procedure (Outing)

Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately.

- The designated person in charge will inform nursery manager and be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised throughout.
- If appropriate, on-site security will also be informed and a description of the child/children given in the event of a child not being found, the designated person in charge will immediately inform the police.
- The designated person in charge will then inform the nursery who will contact the child's parents/carers giving details of what has happened. In the case of the whole nursery being on an outing, all parents/carers details will be taken on the trip by the person in charge.
- At least one member of staff will remain at the place where the child went missing in case the child comes back.
- Staff from the nursery will be sent to assist the safe return of the other children during this period, staff will be continually searching for the missing child. Whilst other staff maintain the safety of the remaining children.
- At least one member of staff will continue searching for the child/children the remaining member of staff will meet the police and parents/cares when they arrive at a designated point.
- Any incidents must be recorded in writing
- OFSTED will be contacted and informed of incidents.
- With incidents of this nature parents, carers and children may require support and reassurance following the traumatic experience.

This policy was adopted on:

April 2021

Date for review:

April 2022