

# Reading Early Years Schools Federation (REYS)



## Lost Child Procedure

Date to be reviewed: January 2024

January 2021 – Next review January 2024

## Lost Child Procedure

**Aim:** Safeguarding and keeping children safe are central to the school's procedures and policies. The aim of this document is to set down a procedure for staff in the unlikely event of a child going missing.

Each nursery within the REYS Federation is a secure building, however if a child were to go missing, the nursery will put into practice procedures, which ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk of the child.

- We will check the register to confirm the child came to the nursery.
- The member of staff will inform the person in charge (Executive Head teacher, Head of School, Deputy Head teacher, Nursery manager etc.) and at the same time an enquiry will be made to find out when the child was last seen and where.
- The person in charge and a member of staff will make a search of the buildings and grounds for the child.
- If the child cannot be found within two minutes, then the alarm will be raised within facility.
- All staff will ensure that the remaining children are sufficiently supervised and secure.
- Record to be made of last time child was seen and what they were wearing.
- If the child cannot be found within 10 minutes then the police and parents must be informed.
- Continue to search, opening up the area, and keeping in touch by mobile phones if available.
- Any CCTV available would be viewed and recorded for evidence.

### **Precautions taken to prevent such an incident taking place.**

On premises:

- Parents and staff are to ensure the doors are secure and that outside gates are latched as they enter and leave the facility.
- Registers are taken as/once children arrive.
- Head counts to take place and checked against the board each time children move from one area of the building to another.
- Children's arrival and departure will be recorded as they arrive and leave
- All visitors to the nursery will be recorded and given a visitors' badge.

Off Premises:

- All children will have a named adult responsible for them when out on a trip.
- Head counts to take place each time children move from one area to another.
- No adult will be responsible for more than 4 children. This ratio will be higher should a child have any additional needs. All ratios to be discussed and agreed with a member of the school senior leadership team before the trip is approved.
- Children will have a badge/sticker with a contact phone number on for leader of the group. (NB The children's names will not appear on the badge)

When the situation has been resolved members of staff will review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.

Following incident the Senior Leadership Team with relevant Governor should review the reasons for it happening and ensure measures are taken to prevent it from happening again. The incident and subsequent discussions should be fully documented.