



BUXTON NURSERY

Lost Child Procedure

In the event that a child goes missing or lost follow the procedure.

On nursery premises

- Call the register and do a head count. Ensure that one member of staff does the register then a second double checks.
- Inform the nursery manager and all staff present
- Make a note of the missing child.
- Do a thorough search of the premises, inside and out.
- Contact the following in this order, whilst continuing the search;
- Police – Buxton police station – 999
- Parent – number from registration folder.
- Ofsted – **0300 123 1231**
- Social care, if a child protection issue. **01629 533190**
- Document the procedure with accurate information of the incident.
- Send a report to Ofsted to inform them of the incident and the outcome.
- Review policies to ensure that all possible measures have been taken to ensure that a similar incident does not happen again.

Policy adopted on _____

It will be reviewed on _____

Signed _____(Manager)