



There are a limited number of situations where a child could be lost and these are:

- Where a child wanders away from the provision
- Where a child escapes from the garden/play area
- Where an unapproved adult takes a child from the provision

As the safety of the children is paramount, great care must be taken to try and ensure this policy does not need to be enforced.

Should a child become lost the following action should be taken:

- Immediately alert the member of staff in charge who will make enquiries with the relevant members of staff as to when the child was last seen and where.
- Remember the safety of the other children, with regard to supervision and security and staffing ratios.
- Ensuring that the remaining children are sufficiently supervised and secure, remaining staff should search the building, garden and immediate vicinity.
- Telephone/contact the Kingsfield Centre Custodian and make them aware.
- If the child cannot be found within twenty minutes then the parents/carers or emergency contact and the police must be informed.
- Continue to search, extending the search area, keeping in touch with a mobile phone if available.
- Assist the police as required.
- Nursery must record the incident in the accident/incident book.

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

A report must be made and kept and a written report should be submitted to Ofsted.

Signed for and on behalf of Foxglove Montessori Nursery

Lindsey Harvey (Principal) :

Date :

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