

### **Lost child procedure from Nursery**

In the unlikely event of a child going missing within/from the nursery, the following procedure will be implemented immediately:

- The nursery manager will be informed immediately and all staff present will be informed and deployed to start an immediate thorough search of the nursery, followed by a search of the surrounding area, ensuring that all other children remain supervised, calm and supported throughout
- Aston University Campus Safety will be informed
- A headcount will take place to ensure that all other children are accounted for,
- The time of the last headcount will be reported to support the search process.
- The manager will carry out a second search of the area
- If the child has still not been accounted for, the manager will contact the police
- The manager will also contact the parents of the missing child
- During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery
- The manager will meet the police and parents
- The manager will then await instructions from the police
- Any incidents must be recorded in writing as soon as practicably possible
- Ofsted must be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience, management and Aston University will provide this
- Post-incident risk assessments will be conducted following any incident of this nature to ensure this does not reoccur.
- The Nursery will comply with any external investigations and recommendations.

Internal use only

<b>This policy was adopted on</b>	June 22
<b>Signed on behalf of the nursery</b>	
<b>Date disseminated to staff</b>	
<b>Date for review</b>	June 23