



**White House Nursery**

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## **Missing Child Policy**

If a child becomes lost on an outing:

- 1) If a child becomes separated from the rest of the group then the adult from that group needs to inform the Manager / Group leader.
- 2) The Manager / Group leader will then follow 1-3 of the nursery emergency policy.
- 3) The Manager / Group leader will get the rest of the group to stay at an assemble point and do an initial search of the area.
- 4) If the child still has not been found then the site management of the outing place will be informed and their procedure for lost children followed.
- 5) If this fails to find the child then the police will be contacted and the parents of the child informed.
- 6) On return to the nursery Ofsted will be informed by the Manager and a report will be written.

If a child becomes lost whilst at nursery:

- 1) If a child appears to be missing a staff member will inform the manager.
- 2) A full sweep of the nursery will be done, looking in all the different areas, including the garden and kitchen.
- 3) If the child has not been found within 5 minutes the police will be contacted along with the child's parents.
- 4) Ofsted will also be informed and a report written.