



Lost child (outings)

Regular head counts are carried out on children throughout the outing, in the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately.

- The manager/deputy manager will be informed immediately, and all staff present will be informed and deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised throughout.
- If appropriate, on-site security will be informed and a description of the child/children will be given.
- In the event of a child not being found, the designated person in charge will immediately inform the police.
- The designated person in charge will then inform the nursery who will contact the child's parents/carers giving details of what happened. In the case of the whole nursery being on an outing, all parents/carers' details would be taken on the trip by a member of management.
- Staff from the nursery will be sent to assist with the safe return of the other children.
- During this period staff will be continually searching for the missing child, whilst other staff will maintain the safety of the remaining children.
- At least one member of staff will remain at the scene whilst others return to the nursery with the children. This member of staff will continue searching for the child / children.
- The remaining members of staff will meet the police and parents/carers when they arrive.
- Any incident must be recorded in writing.
- Ofsted must be contacted and informed of any incidents, with incidents of this nature parents, children and carers may need reassurance.

This policy was adopted on:	Signed on behalf of the nursery:	Date for review
April 2021	Claire Smith	April 2022
April 2022	Vicky Sheard	April 2023
April 2023	Vicky Sheard	April 2024
January 2024	Rebecca Barron	January 2025
January 2025	Rebecca Barron	January 2026
March 2026	Zoe Goodchild	March 2027
May 2026	Rachel Strong	May 2027