

Lost/Left child policy

It is hoped that this policy will never have to be implemented. The safety and security of the children is paramount.

Lost children

In order to prevent losing a child:-

- The main door and all external gates will be locked/secured when the children are in the building.
- An adult will supervise the door at arrival and departure time, parents/ guardians are responsible for their child's safety once they leave the nursery building.
- Visitors will be signed in and out, and no child will be left alone with a visitor.
- The outside gate will be checked to ensure it is shut and secure before children are allowed outside for play.
- A head count will take place before children exit the building for play and on their return.
- All staff will supervise the children during outside play and staff ratios will be maintained.

In the event of a child being lost the following procedure will take place:-

- All children gathered in their base rooms for a head count and the nursery to be thoroughly searched. Care will be taken not to worry any of the children.
- If the child is lost due to when taking part in outside play, all children will be taken inside the building and a head count taken.
- 2 adults will search inside and outside.
- If the child is not found the child's parents will be contacted immediately to let them know that their child is missing
- If the child is not found staff will call the police to help with the search
- The staff will continue to search the wider area with advice from the police.
- The person in charge (PiC) must complete an incident form immediately after the event, stating the exact details. The child's parent, police must read, sign and date the form
- The PiC must notify immediately the CiW immediately on 0300 7900126 then fill in a notification form and send to CIW.Merthyr@gov.wales and also Children & Family Services(01633 656565 or 0800 328 4432)
- After the event the PIC will hold a team meeting to discuss the event, examine how it happened and implement action points to prevent it happening again. Disciplinary action may also be taken against individual team members
- The parent receives a copy of the review.

In the event of a child being lost on an outing.

- If the parent is present, staff will advise the premises staff, ensure the police are called if necessary, inform the PiC and help search.
- If it is a trip with parents not present they will be informed immediately if necessary the police will be called to help with the search and the PiC will, be contacted.
- In both cases too much time must not be allowed to elapse before calling the police.
- Police advice must be taken as to the best procedure to adopt with the parent.
- The safety and security of the rest of the children cannot be compromised -staff must remain with them at all times.

All relevant information will be recorded dated and signed for parents to read and also sign. This information would be kept in locked cabinet.

Left children

Chuckles Nursery closes at 6pm each day. If an emergency arises and parents cannot collect their children, they must contact the Nursery to let them know and to tell them who will be collecting their child in their place.

If no call has been received by 6pm and we cannot contact the parent/guardian, or emergency contacts ourselves, we will notify firstly Children & Family Services(01633 656565 or 0800 328 4432) and then the local Police.