**Busy Bodies Child Care Centre Ltd**

**Lost / Missing Child**

The safety and well-being of all children is paramount and there are systems in place to ensure that no child is able to leave the setting unaccompanied. In the unlikely event of a child becoming lost the setting has robust procedures in place which will be following immediately.

Procedure

* Appropriate steps are taken to ensure that the premises and surrounding site is secure.
* Parents / carers are required to registered the child’s arrival.
* It is the responsibility of every member of staff to be aware of how many children are present and to keep the wipe clean board and register up to date at all times.
* Key workers of new children always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go. Parent / carer are advised of our security procedures and will be given opportunity to discuss any concerns, particularly if their child has an adventurous nature.
* Parent / carers are aware of the need of supervision of children at all times especially of their responsibility to ensure their child’s arrival and departure is noted by a member of staff.
* Children are always counted before going out to play and again when they are lining up to come back indoors. A member of staff will always be at the end of the line to ensure no children are left outside.

Every care is taken to ensure our children are accounted for at all times. However, in the unlikely event that it is suspected that a child has gone missing the following procedure will be followed:

* The Manager or most senior member of staff at the time will take an immediate role call of children.
* If it is discovered that a child is unaccounted for then a full search of the building and surrounding area will take place, within 10 minutes of discovering the child is missing.
* On no account will any other children be left unsupervised at any time.
* If after a thorough search it proves unsuccessful in establishing the child’s whereabouts the emergency services and the parent / carer will be contacted.
* On the arrival of the emergency services and the child’s parent / carer the nursery manager will be responsible for appraising them of all information in respect to the child and what action has been taken.
* Once the situation has been resolved an internal investigation will take place to examine how it occured and to put immediate measures in place to ensure it does not happen agian.
* The officer in charge will also contact Ofsted and inform them of the situation.
* The officer in charge is to contact the insurance company in case of a claim.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed……………………………………………………….

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