

Lost Child Policy

We have robust security measures at Vineyard Organic Day Nursery in order to, ensure every child's safety. These include:

- Entering codes to enter the different areas of the nursery
- Constant and regular headcounts of the children
- Parents sign their child 'in' on arrival and 'out' when departing the nursery

The following procedures are followed if a child is discovered missing from Vineyard Organic Day Nursery:

- The register will be checked to confirm whether the child came to nursery.
- A quick search of all rooms, cupboards and all areas of the nursery will take place.
- The Head Teacher will appoint a member of staff to make an initial search for the child. The search will start by checking the other parts of the building with the member of staff then going to the road outside the building and checking the road. They will then check the grounds around the nursery and check the parked cars and other visual obstructions, and report back to the Head Teacher. This will be done as quickly as possible.
- While the initial search is being made, the Head Teacher will make enquiries of all adults at the nursery to establish last sighting and time, clothes that the child was wearing, and the emotional state of the child.
- The Head Teacher will then telephone the Police and report the situation and follow their advice.
- The Head Teacher will telephone the parent or carer and report the situation.
- Telephone lines should remain as free as possible so that messages are not delayed.
- Vineyard Organic Day Nursery activities for the remaining children will continue as normal and staff not involved in the search will give the children proper attention.
- Ofsted will be notified immediately if a child is lost while at Vineyard Organic Day nursery.

Adopted: September 2023

Reviewed August 2025

Review Date: 2027