



Lost/Missing Child Policy

We will supervise children when on site and when we go on outings or trips. All staff will regularly 'count heads' and check the register for numbers and names. We will teach the children about safety when we are out and about. We always ask children to stay within sight and hearing of us. We use fluorescent/high visibility waistcoats for children and adults on outings to make everyone visible and to keep everyone safe. When on longer outings or trips we will take photographs of the children before we set out so we know what they are wearing and have the most recent photo to show searchers/police.

If a child is lost on site:

- At least 2 members of staff will search for the child.
- Supervisor and other staff will look after the remaining children.
- If the searchers have not returned or cannot find the child the supervisor will contact the police by dialing 999 and will contact the parents/carers of the missing child.

If a child is lost off site:

- At least 2 members of staff will search for the child.
- Supervisor and at least one other member of staff ensure the safety of the other children and remain with them.
- Supervisor alerts the nearest venue manager if appropriate, e.g. library manager, farm manager.

If the missing child is not found the manager will contact the police by dialing 999 and contact the missing child's parents/carers.

The Police will be informed of:

- The child's name and date-of-birth.
- The time and place the child was last seen.
- A detailed description of the child's appearance.
- A description of what the child was wearing.
- Any other important factors such as medical conditions.
- A photograph of the child where available.

In the event of a child being lost or going missing an incident form will be completed and Apple Blossom Nursery will notify Ofsted and the Wiltshire Early Years Team that a serious incident has occurred. The Designated Safeguarding Lead (Caroline Daniel) will contact the Local Safeguarding Children Board to inform them of a serious incident and fully investigate how the incident occurred. Immediate steps will be taken to prevent re-occurrence.