



Noah's Ark Nursery School

Lost Child Policy

Aims and Objectives

At Noah's Ark every effort is made to keep the children in our care safe and free from harm. This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing. These ensure that a systematic approach to finding the child is taken and consideration is given to the level of risk to the child. It also ensures high standards of care are maintained for the other children in the nursery while procedures are followed.

Procedures

We will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage and a high level of care is maintained for the other children at Noah's Ark while procedures are followed.

Lost Child at School Procedures

- We will check the register to confirm the child came to school. A quick search of all rooms, cupboards and all areas in the nursery will take place.
- The Head teacher will send a member of staff to make an initial search for the child. The search will start with the member of staff going to the road outside the church and checking the road. She will then check the grounds of the church and check by parked cars and other visual obstructions. Next, a search of other parts of the internal church will be made, before reporting back to the Head teacher. This will be done as quickly as possible.
- While the initial search is made, the Head teacher will make enquiries of all adults in the nursery to establish the last sighting and time, clothes that the child was wearing, and the mental state of the child (happy, upset etc.)
- The Head teacher will then phone the police and report the situation and follow their advice.
- The Head teacher will telephone the parent or carer (or emergency contact if they are not available) and report the situation. The Head teacher will ask the parent to come to Noah's Ark, by using the normal route that the child would take and preferably by walking. The Head teacher will then send a different member of staff to make a search of the area, and continue the search until instructed otherwise.
- When the parent arrives at Noah's Ark, and the child is still lost, we will ask the parent to return home and wait, in case the child has managed to find their way home.
- Telephone lines must remain as free as possible so that messages will not be delayed.
- Nursery activities for the remaining children will continue as normal, and staff not involved in the search will give the children proper attention.

- A member of staff will telephone the Head of Noah's Ark Nursery Schools as soon as possible in order to inform her of the situation and seek advice if necessary.

When the situation has been resolved, staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again. The incident needs to be recorded, dated and signed.

Safeguarding Procedures

- All parents must ensure they provide Noah's Ark with **up-to-date daily contact information**.
- All staff must sign **all visitors** in and out of the nursery in the Visitors book.
- All staff **must** ensure that the door, gate or any other means of access to any outside area is shut, locked or bolted so no child can leave the premises or the outside area.
- All children **must** be marked in the Daily Register.
- Staff mark registers during morning assembly.
- Relevant **Police contact details** need to be kept by the telephone and available immediately.

Annette Miller

January 2007

Revised November 2008

Reviewed January 2011

CONCLUSION

The Governors and Staff of the School are committed to keeping this policy under regular review and the Governor responsible will ensure that the matters contained herein are regularly discussed and further developed to the benefit of all users.

Signed :

Mr Charlie Colchester
Chairman of the Board of Governors