

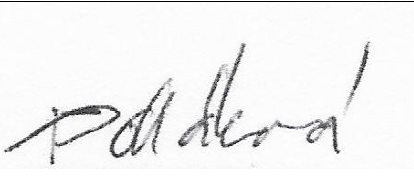


# Footsteps Nursery

## Lost Children

Should a child become lost the following action should be taken:

- Alert the leader who will make enquiries of relevant members of staff as to when the child was last seen and where.
- Remember the safety of the other children, with regard to supervision and security.
- Ensure that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, grounds and immediate vicinity.
- If the child cannot be found then the local Police, Ofsted and parents must be informed.
- Continue to search, opening up the area, keeping in touch by mobile phone
- When the situation has been resolved members of staff should review and record the reasons for it happening and ensure measures are taken to ensure that it does not happen again.

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| Approved by the Resources Committee at its meeting on: | 13 <sup>th</sup> November 2020   |
| Chair of Resources signature:                          |  |
| Date:  |  |
| Review date:   | Autumn 2021  |