

Lost Child Policy

At The Acorn Nursery School we aim to provide a safe, secure and caring environment for all children. However, in the very unlikely event of a child becoming lost or missing, the following procedure will be carried out in line Early Years & Childcare Services (EYCS) guidelines. We are an extremely secure setting with internal doors and external gates being locked, so please be assured there are a very limited number of situations where a child could become lost at our setting and we have good policies in place to prevent these happening.

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

- Alert ALL staff. Nursery Manager/Deputy will establish when the child was last seen and where.
- Premises and grounds will be thoroughly searched by Nursery Manager/Deputy and a member of staff. Gates and access points will be checked for any physical breaches.
- Senior Practitioner to contact (via text & phone) as many volunteers as possible to assist in search.
- Extend the search to the immediate vicinity, always carry a mobile phone.
- Remainder of staff to continue with session as normal, so as not to alarm the children.
- If after 10 minutes the child has not been found, Manager to contact police by dialing 999 and the child's family.
- Ofsted to be informed as soon as is practicable.
- Safeguarding concerns will be reported to the Surrey Children's Single Point of Access (C-SPA)
- Surrey Early Years & Childcare Services to be informed as soon as is practicable

When the situation has been resolved Nursery management / Ofsted / C-SPA / EYCS will evaluate how such an incident might have taken place and ensure measures are taken to ensure that it cannot happen again.