

Lost Child Policy

At The Acorn Nursery School we aim to provide a safe, secure and caring environment for all its 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 Service (EYCS) guidelines. We are an extremely secure setting with internal doors being alarmed 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, Headteacher/Deputy will establish when the child was last seen and where.**
- **Premises will be thoroughly searched by Headteacher/Deputy and a member of staff**
- **Alert Main School, search main school and grounds**
- **Senior assistant 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**
- **Early Years & Childcare Services to be informed as soon as is practicable**

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