



Oaklands Nursery & Childcare

LOST AND UNCOLLECTED CHILDREN

Children lost on premises

- Every measure is taken to ensure that children cannot be lost in the building or within the grounds.
- Grounds are secure and gates kept closed.
- Children are never left unsupervised either inside or outside the building and correct ratios are maintained at all times.
- Staff are aware of the children in their care and of daily absences.
- The member of staff who becomes aware of a missing child should alert other staff including the head (or whoever is deputising).
- Other children should be assembled in a central location.
- A member of staff searches the premises.
- If the child cannot be found on the premises within 5 minutes head (or the person deputising for the head) will call the police and inform parents. Staff continue to search for the child whilst waiting for police to arrive.

Children lost outside nursery premises

- When taking children off the school site every measure is taken to ensure that children are not lost.
- A risk assessment is done for every school trip.
- Ratios of staff and children are dependent on nature and location of the trip.
- Children are allocated to a named adult who has a list of children in their group and will keep those children with them at all times.
- Each member of staff has overall responsibility for named volunteer group leaders (ie not paid members of staff).
- Children are counted by the group leader before the visit leaves the nursery premises, when they are on the transport, on arrival

at the destination, prior to leaving destination and on arrival back at nursery, also at times during the day when all children come together. The group leader will also check continually throughout the day that all children in their group are accounted for.

- The member of staff who becomes aware of a missing child will alert other staff including the head (or whoever is deputising).
- Other children will be assembled in a central location.
- If the trip is to a venue where there are staff they should be alerted immediately by the leader and their security measures put in place.
- A member/members of staff search the premises/location.
- If the child cannot be found on the premises within 5 minutes head (or the person deputising for the head) will call the police and inform parents. Staff continue to search for the child whilst waiting for police to arrive.

Uncollected children

- Parents are made aware of start and end times for sessions and understand that they must be punctual when collecting children.
- Parents are expected to contact the nursery if they have been unavoidably delayed.
- Parents must inform staff if someone else is collecting the child and who that person is.
- Staff will not allow a child to be collected by someone they do not know.
- Parents will be contacted if an unknown person comes to collect a child.
- If a child is not collected at the end of a session the member of staff must make the manager/headteacher aware.
- Two members of staff to be with the child at all times.
- If the child has not been collected 10 minutes after the end of session the parents will be phoned, if no reply the other emergency contacts will be phoned.
- If after 30 minutes none of the emergency contacts can be reached the Education Welfare Officer for the district will be contacted –
- If this is unsuccessful call FIRST RESPONSE – 01785 354030 or 08001313126.