



Bright Start Day Nursery

Lost/Missing Child Procedure

This very rarely happens but complacency is a hazard we must avoid at all costs. The welfare of the children in our care is paramount. Children may go missing and EVERY member of staff has equal responsibility in ensuring the safety of the children and knowing where they are.

Prevention – Steps taken by Bright Start Day Nursery

The Bright Start Day Nursery has many procedures to prevent a child becoming lost. These are listed below:

On Bright Start Nursery Premises:

- Security Coded Doors are fitted to Main Entrances of the Day Nursery.
- Garden Gates are secured when the children are in the garden or when entrance door is open.
- Sign in/Sign out sheets and Registers are kept up to date at all times.
- A member of Staff is always in the Entrance Room when Children are present.
- Staff will only open the Entrance door to known persons.
- Appropriate steps are taken to ensure that the premises and surrounding site is secure
- It is the responsibility of every member of staff to be aware of how many children are present and a quick head count takes place at intervals during each session.
- Key workers of new children always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go. Parents are advised of our security procedures and will be given opportunity to discuss any concerns, particularly if their child has an adventurous nature.
- Parents are made aware of the need of supervision of children at all times especially of their responsibility to ensure their child's arrival and departure is noted by a member of staff.
- Children are always counted before going out to play and again when they are lining up to come back indoors. A member of staff will always be at the end of the line to ensure no children are left outside.

On Visits/Outings

- Child Lists are given to Day Nursery Officer.
- Itinerary given to Day Nursery Officer, which includes details of Venue and Departure and Arrival times and Staff attending.
- Children are signed in and out by staff.
- Correct **child** to staff ratios are met at all times.
- Children are given one member of staff as their key worker whilst on the trip.
- Regular head counts take place during visits.



Procedure – in the unlikely event of a child becoming lost

Every care is taken to ensure our children are accounted for at all times. However, In the unlikely event of a child becoming lost, the following step-by-step procedure has been agreed by staff:

- The Manager/Officer or most senior member of staff at the time will take an immediate roll call of all children.
- If it is discovered that a child is unaccounted for then a full search of the nursery building and it's immediate surroundings will take place.
- Pembrokeshire College's incident procedures will be implemented and security will be informed to assist with the search of the college buildings.
- On no account will any other children be left unsupervised at any time.
- If after a thorough search it proves unsuccessful in establishing the whereabouts of a child, the emergency services via the College's PC liaison officer and the parent/guardian will be contacted by the Curriculum Area Manager, or in their absence by Head of Health, Childcare and Commercial Enterprises.
- On the arrival of the emergency services and the child's parent/guardian the Curriculum Area Manager will be responsible for appraising them of all information in respect to the missing child and what action has been taken.
- Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again.

Outings/Visits

- One Member of staff search surrounding area.
- Notify the Curriculum Area Manager to instigate the College's incident response procedure this will include notifying the College Principal/APC.
- The Curriculum Area Manager will contact the Parents and Police
- Notify when appropriate Officials of the visited area.
- Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again.