



Hardmoor Nursery & Early Years Centre Lost Child Policy

Policy Statement and Guidelines
September 2024

Mission Statement:

To provide a happy, secure and stimulating environment in which everyone is included, respected and valued, so that they may grow in self-esteem and develop to their full potential.

Lost Child Procedure

In the unlikely event of a child going missing within or from the Centre the following procedure will be implemented immediately:

- Regular head counts happen throughout the day, but particularly during times of transition between environments e.g., moving from the Base to the playground.
- In the event of a child going missing, all staff present will be informed and an immediate, thorough search of the Centre will be made by designated staff, followed by a search of the surrounding area, ensuring that all other children remain supervised throughout.
- A staff member will notify the Duty Manager, whilst other staff continue searching.
- The person in charge will carry out a second search of the area.
- If the child has not been accounted for within 10 minutes, the person in charge will contact the police and then the parents/carers of the missing child. If there is any cause to believe that the child may have left the site the police and parents will be contacted immediately.
- During this period, the designated staff will continue to search for the missing child, whilst other staff maintain an as near to normal routine as possible for the rest of the children in the Centre.
- The person in charge will meet the police and the parents/carers of the missing child on arrival.
- The person in charge will then follow instructions from the police.
- Once located, the child will be re-assured by familiar staff and parents and checked for any signs of injury.

Following the Incident

- The incident will be recorded on the Southampton City Council Incidents and Near Misses on-line reporting System
- The incident, investigation and outcomes will be reported to the Executive Headteacher and Chair of Leadership Board as soon as possible on the day of the incident.
- OFSTED will be informed of incidents as required in line with their reporting procedures.
- When the situation has been resolved the Leadership Team will investigate the circumstances and ensure measures are taken to minimise any future risk.
- The Risk Assessments and Lost Child Policy will be amended if required.

- The Executive Headteacher will report outcomes to the Chair of Governors and/or Full Governing Body.

The policy and procedure was agreed by the Governing Body at Hardmoor Early Years Centre - xxxx
Date to be reviewed - xxxxxx