



Welbourne Primary
Academy Nursery

Welbourne Primary Academy Nursery
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Lost Child Policy

Procedure Statement for Welbourne Academy Nursery

In the event of a child going missing within/from the setting or during a local visit the following procedure will be implemented immediately.

- All staff present will be informed and an immediate thorough search of the setting (or environment when on a local visit) will be made followed by a search of the surrounding area, ensuring that all other children remain supervised throughout.
- A staff member supervising the children to do a head count using the registers.
- A staff member will notify the manager in charge, whilst other staff continue searching.
- The manager in charge will carry out a second search of the area.
- If the child has still not been accounted for the manager in charge will contact the police.
- The manager in charge will also contact the parents/carers of the missing child.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the setting.
- The manager in charge will meet the police and parents/carers.
- The manager in charge will then await instructions from the police.
- Any incidents must be recorded in writing.
- OFSTED must be contacted and informed of any incidents

This policy was reviewed at a meeting of the Welbourne Academy Nursery Management Group

Held on 12.10.23

Signed on behalf of the nursery T.Page