



Maple Medical PRU *Young Parents' Centre*



Lost Child Policy

The safety and security of the babies in our care is of utmost importance to us here at Young Parents Centre. The babies in our care are supervised at all times and therefore the likelihood of a baby becoming lost is extremely improbable. However should a baby become lost whilst in our care the following procedure will be followed.

Lost Baby on Nursery Premises

- Carry out headcount and check registers to confirm that a baby is lost and to confirm the identity of the baby. Call out the baby's name to see if they respond.
- All other babies to be confirmed in attendance and grouped together safely and securely with adequate staff to enable additional staff members to look for the missing baby.
- One member of staff to inform Teacher in Charge immediately who will make enquiries as to when the baby was last seen and where.
- All members of staff to remain calm.
- Nursery manager to inform other Young Parents Centre staff who will assist in the search.
- All available staff to search the building, garden and immediate vicinity, checking and securing all exit routes out of nursery/school.
- If the baby is not located after the first initial search the nursery manager will contact the baby's parents and the police.
- The search will continue covering a larger area and involving all Maple staff.

Lost Baby on Visit or Outing

- Carry out headcount and check registers to confirm that a baby is lost and to confirm the identity of the baby. Call out the baby's name to see if they respond.
- All other babies to be confirmed in attendance and grouped together safely and securely with adequate staff to enable additional staff members to look for the missing baby.
- Senior member of staff to inform the staff from the place they are visiting.
- Additional staff members to position themselves at the exits.
- Senior member of staff and any available staff to conduct an immediate search of the area.
- All babies to wear wristbands with nursery mobile no: If lost please contact.....
- If the baby is not located after the first initial search the senior member of staff will contact the baby's parents and the police.

In All Cases

- The Nursery Manager/Senior member of staff will follow the directions of the police.
- The Nursery Manager/Senior member of staff will record the incident and inform Ofsted.
- Once the baby is found a risk assessment will be carried out and the statements will be taken from all staff working in the group from which the baby went missing.
- An emergency staff meeting will be held the following day to go through the Policy and risk assessment and to inform staff of any changes put in place to eliminate/minimise any future risk.

Date of Policy March 2018

Date of Review March 2019

Signed

Nursery Manager.....

Chair of Management Committee.....