Lost Child Policy

At Rowley View Nursery School, the safety and well-being of the children is paramount. Staff at Rowley View Nursery are responsible for accounting for the children in their group.

All children are accounted for during the day and their arrival and departure is marked in the register and staff make regular heads counts. All doors and gate are securely closed and the outdoor play areas are fenced securely. A member of staff always stands on the door at arrival and departure times.

If a child is missing the following action should be taken;

- Staff alert the Head teacher and the Deputy who calmly check both inside and outside the building.
- If there is no sign of the child the police are contacted immediately
- Inform parents of the situation
- Trace the child's last movements
- Continue searching the local area and keep in contact with the school via mobile phone
- Staff wait for the police to arrive and follow their instructions. Staff would be allocated to continue searching whilst awaiting the police.

After the event, all staff involved will record the incident in writing and the Head teacher will lead an internal investigation.

Ofsted would be contacted by the Head teacher and a written report sent by the Nursery informing them of the incident.

When taking the children on outings, a risk assessment is carried out prior to the outing and regular head counts are made throughout the time. Children are allocated to certain members of staff with higher than normal ratios, to ensure the children are safe at all times.

If a child went missing then the person in charge would be immediately informed. A member of staff would make an immediate search of the surrounding area, ensuring that the other children were sufficiently supervised and safe.

If the child cannot be found after the appropriate search time then the Police and parents would be informed. The search would continue with the member of staff keeping in touch by mobile phone. Once the Police arrived, their instructions would be followed.

The Head teacher would inform Ofsted and procedures would be reviewed and necessary actions taken.

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