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LOST CHILD POLICY

Safety of the children is of paramount importance at Wavertree Christian Community Centre. All children are accounted for during the day. Children are signed in at arrival and departure times, daily registers are taken and staff make regular heads counts. In an event that a child cannot be found, the following procedures will be taken:

o Report to the Manager immediately.

o Inform other members of staff and check the entire building including toilets/cupboards etc

o Check all outside doors/gates are secure and closed.

If an external door is found to be unlocked:

o Manager to telephone parents and police immediately.

o Member of staff to exit through unlocked door and search the area for the child – keeping in constant contact with the setting via mobile phone.

Ofsted would be contacted and a written report sent by the Nursery Manager 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 (up to 15 minutes - shorter if in a busy area) 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 Nursery Manager would inform Ofsted.

**This policy is reviewed annually by Wavertree Christian Fellowship Nursery and Pre-school.**