



THE  
**CREATIVE  
LEARNING**  
PARTNERSHIP TRUST



# Lost Child Policy

Reviewed: November 2024  
Review date: November 2025



All children who are on site before 8:30am are marked into the Discovery Den register.

### **Introduction**

All children are accounted for during the hours of 9:00am until 3:30pm in the Nursery setting and their arrival and departure time is marked in the register and staff make regular head counts. All exterior gates are opened prior to a session by a member of staff but will remain locked during session times.

### **Procedure**

If a child is missing, staff will alert the Early Years lead who will then check the inside and the outside of the building and alert the head teacher or in their absence another member of SLT. Nursery staff would group the remaining children in one room so that the premises could be thoroughly checked. If there is no sign of the child, the police would be contacted immediately, and parents would also be informed. Staff will continue their search whilst they await the arrival of the police.

Ofsted would then be contacted, and a written report would be sent by the Head teacher and the Early Years lead informing them of the incident.

When taking children out on outings, a risk assessment is completed and staff to child ratios are adjusted according to the age and the needs of the group. Please see the educational visit policy for more details.

