

Nippers will ensure that every child in our care will be accounted for at all times, in the unlikely event that a child becomes lost, strict procedures will be followed. Nippers is responsible for all children within our care, in the unfortunate event of a child's parent/carer not arriving to collect we will follow strict procedures to ensure their safety.

- Risk Assessments will be completed before outings take place – Trips & outings policy
- Risk assessments regarding security are ongoing, ongoing reflective practice determines amendments of procedures.

Lost Child.

- If a child is lost during an outing, one member of staff will seat the remaining children & stay with them, the other staff member will immediately start to search the surrounding area & report it to the nursery manager. If the child is not found within 15 minutes, Parents, Police & OFSTED will be informed. The search will continue until the Police arrive and take responsibility for the next step.
- If a child is lost whilst at nursery, the manager will be informed immediately. A search of the surrounding area will take place. The remaining children will have correct ratios at all times to ensure their safety. If the child is not found within 15 minutes, Parents, Police & OFSTED will be informed. The search will continue until the police arrive and take responsibility for the next step.
- All near misses & lost child situations will be recorded in a report. Parents & OFSTED will be informed immediately.
- If the situation includes Police assistance, Photographs and details will be collated and shared with the Police officer in charge.
- Confidentiality will be maintained at all times.
- Investigations will take place by the senior management & support will be given to the staff involved & correct procedures will take place.

Uncollected children

- Collection procedures are in place, parents are aware that consent slips need to be completed in the event that another person will be collecting their child. Passwords will be used as security check.
- A child will not be allowed to leave the building with a person under the age of 16 years.
- In the event of a Parent/guardian failing to collect a child the following actions will be taken:
 - 1) Parents/guardians & nominated contacts will be contacted in an attempt to have the situation resolved as soon as possible.
 - 2) The child will stay at nursery with the duty manager and one other member of staff & after what is considered a reasonable length of time(45 minutes) the police & emergency social services will be informed.
 - 3) Contact numbers for outside agencies such as emergency social services will be displayed on the office notice board – Headed under lost & uncollected children.
In the event of unresolved collections, the child will be handed over to the emergency care team.
- Great care and concern will be given to the child throughout the time spent awaiting collection.
- Parents will be given a financial penalty of £30 for every 15 minutes after 6pm.

The details will be logged on the 'sensitive' tab on Famly. If the police & social services are informed a full report will be completed.

Reviewed June 25 K.Addyman

Review March 26