



Oscar Bears' Day Care

Oscar Bears Day Care - Lost child procedure

Introduction

Oscar Bears Day Care takes the safety of the children within our care very seriously and many procedures have been put in place to ensure that a child does not leave unaccompanied. Staff do periodic head counts throughout the day, in the unlikely event that a child is unaccounted for the following procedure will apply.

Step one

- Staff will remain calm.
- Staff will inform management.
- Staff will ensure that ratios of the children in our care are maintained.
- Staff will thoroughly search the nursery, including the garden area and the immediate outside area looking up and down the lane.
- Staff will ascertain who saw the child last and where.
- Staff will ask the children, without causing any undue panic, if they have seen the child.

Usually a child could be accounted for. If the child cannot be accounted for the following procedure will apply.

Step two

- The parents of the child will be informed.
- The police will be called on 999.
- During this time staff will continue to remain calm, look for the missing child and maintain ratios.

Any incidents will be recorded on an incident form.

OFSTED will also be informed (0845 6404040)

Written by: Laura Mills

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