

Lost Child Policy

Including the procedure in the event of a child not being collected from the Mews Nursery and Playclub.

Prevention – Steps taken by the Mews

The Mews Nursery and Play club has many procedures to prevent a child becoming lost. These are listed below:

On Mews Premises

- Security Coded Doors are fitted to Main Entrances of the Mews
- Garden Gates are locked when the children are in the garden or when Entrance door is open.
- Sign in /Sign out sheets and Registers are kept up to date at all times.
- A member of Staff is always in the Entrance Room when Children are present.
- Staff will only open the Entrance door to known persons.

Visits / Outings

- Child Lists are given to Centre Manager or Duty Manager
- Itinerary given to Centre Manager or Duty Manager, which includes details of Venue and Departure and Arrival times and Staff attending.
- Children are signed in and out by staff
- Correct child to staff ratios are met at all times
- Children are given one member of staff as their key worker whilst on the trip
- Regular head counts take place during visits

Procedure - in the unlikely event of a child becoming lost

In the unlikely event of a child becoming lost, the following step-by-step procedure has been agreed by staff and parents:

From The Mews

- 1) Search the premises and garden
- 2) Check sign in/out sheets
- 3) Check with staff
- 4) Contact Centre Manager
- 5) Inform Parent & Police
- 6) Complete Report

Outings/Visits

- 1) One Member of staff search surrounding area
- 2) Notify when appropriate Officials of the visited area
- 3) Contact Parent & Police
- 4) Inform Centre Manager
- 5) Complete Report

Failure to collect child from The Mews

- 1) Child health sheets must contain at least two emergency Tel numbers, both of which are called.
- 2) If there is no response, the Mews Registration holder must be informed or the Manager on Duty.
- 3) Staff will contact Social Services to inform and seek advice.