**Missing or Lost Child Policy**

In order to prevent any child being lost the register is maintained throughout the day with the children that are present. Headcounts are carried out regularly throughout the day and during any walks in the grounds. Prior to leaving the building for activities within the grounds the children are counted and the building checked for any children. They are counted again as they re-enter the nursery garden and then when coming back inside the building. The register, or a copy is taken when going outdoors into the grounds. If the group splits into key groups a copy of the register is taken to ensure both groups have a copy.

If a child goes missing whilst in our care the emergency procedure for the whole site will be put into operation.

1. The main office will be telephoned for all available staff to search the premises and surrounding area coordinated by the senior member of staff on site at the time.
2. If the child still cannot be found at this point, then telephone calls will be made, to the parents to see if the child has gone home and thereafter to the police if necessary.
3. The incident must be recorded in the Incident File and Ofsted notified.