

LOST CHILD

Procedure to be followed in the event of a child being lost.

1. Within setting Premises

- Staff must immediately check the environment.
- Manager, Deputy or key worker to inform the Police by dialling 999 on any phone.
- The Parents of the child will be contacted and given information of all communications.
- Manager, Deputy or key worker to inform the Duty Social Worker by dialling 0207 926 1000 and asked to be connected to the Duty Social Worker.
- Details of the incident will be recorded and signed by the relevant persons.
- Inform Ofsted.
- Details of all communication and correspondence will be kept on file.

2. Away from Nursery Premises [e.g... ... Outings]

- Staff must immediately check the environment.
- The information desk at the location will be notified [*where possible an announcement can be made to try to locate the child*].
- Manager, Deputy or key worker to inform the Police by dialling 999 from any phone.
- The Parent of the child will be contacted and given full detail of the incident.
- Manager, Deputy or key worker to inform the Duty Social Worker by dialling 0207 926 1000 and asked to be connected to the Duty Social Worker. Where the destination is out of our borough "LAMBETH", the local Services department will be contacted.
- Details of incident will be recorded and signed by the relevant persons.
- Inform Ofsted.
- Details of all communication will be kept on file.