



# ROEDEAN MOIRA HOUSE NURSERY - LOST CHILD POLICY 2018-2019

## Lost Child Procedure

Every care is taken to ensure our children are accounted for at all times. However, in the unlikely event that it is suspected that a child has gone missing an immediate role call will be taken by the Head of Nursery or person in charge at the time. If it is discovered that a child is unaccounted for then a full search of the nursery and its immediate surrounds will take place. On no account are the other children to be left unsupervised.

If after a thorough search it proves unsuccessful in establishing the whereabouts of the child, the emergency services and the parent/guardian are to be contacted and assistance requested from the office/Pastoral Team.

On the arrival of the emergency services the Head of Nursery, or person in charge at the time, is responsible for informing them of all information on the missing child and what action has been taken.

## Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- Nursery Policies
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: May 2019