

Lost Child Procedure

In the event of a child becoming lost staff must follow this step by step procedure.

1. Report concern to management straight away.
2. Gather all children together on the carpet area to do a head count.
3. Check all areas of the nursery thoroughly inside and outside, Checking smaller areas such as the home corner, garden house and toilets.
4. Management/ senior staff to check area surrounding nurseries premise.
5. Management to phone parents/carers, then police.
Avon and Somerset Police contact number -
08454567000.
6. Management to report incident to Ofsted.