

Seaham Harbour Nursery School

Lost Child Policy

Seaham Harbour Nursery School will ensure that children and their parents/carers will be offered a safe and stimulating environment within which children can flourish.

If a child goes missing the registered person/manager will ...

Initiate an immediate search of the premises/area by a member(s) of staff without causing undue panic

If the child is not found then a member(s) of staff will be allocated to search the surrounding area

If the child is still not found a member of staff will contact the police giving a full description of the child and request an immediate and full search of the area

The parents/nominated carer will be contacted

At all times staff will ensure the safety of the remaining children is paramount and ensure that adult/child ratios are met

After the incident a full written report of the incident will be recorded and copies given to all relevant parties involved.

A full review of security procedures will be carried out