



Caversham Nursery School

Federated with New Bridge Nursery School

Executive Head Teacher: Joanne Budge BEd MA

Deputy Head: Jean Read EYPS BA Hons



“Igniting creativity, curiosity and confidence, making every moment matter”

Caversham and New Bridge Nurseries Lost Child Policy

Aim of Policy: Safeguarding and keeping children safe are central to the school’s procedures and policies. The aim of this policy is to set down a procedure for staff in the unlikely event of a child going missing.

In the event that a child becomes lost whilst in the care of the staff either on or off the premises the following actions will be taken.

- One member of staff to make an initial search of the immediate surrounding area
- All other staff to remain with the children keeping them all in one place, remaining calm and reassuring.
- If the child cannot be found within two minutes, then the alarm will be raised within facility
- Emergency services and Parents to be contacted without delay.
- Record to be made of last time child was seen and what they were wearing.
- CCTV would be viewed and recorded for evidence

Precautions taken to prevent such an incident taking place.

Off Premises:

- All children will have a named adult responsible for them when out on a trip.
- Head counts to take place each time children move from one area to another.
- No adult will be responsible for more than 4 children. This ratio will be higher should a child have any additional needs.
- Children will have a badge/sticker with a contact phone number on for leader of the group. (NB The children’s names will not appear on the badge)

On premises

Caversham Nursery:

- Parents and staff are to ensure the outside gate is latched as they enter and leave the facility.
- Head counts to take place and checked against the board each time children move from one area of the building to another.
- Children’s arrival and departure will be recorded
- All visitors to the nursery will be recorded and given a visitors’ badge.

New Bridge Nursery:

- Yellow End gate locked for whole of session – locked 10 minutes after beginning of session and opened 5 minutes before end of session to allow parents and carers in.
- Car Park gates shut prior to session and to be shut by staff leaving during session time
- Notice on gates reminding parents and visitors to shut gates and reminders sent termly to parents/carers.
- Code locks entry system on all external doors.

Following incident the Senior Management Team with relevant Governor should review the reasons for it happening and ensure measures are taken to prevent it from happening again. The incident and subsequent discussions should be fully documented.