



The Granary Nursery School
Hill Farm, Framlingham, Suffolk, IP13 9SA
Tel: 01728 621105
Company No. 07845785

Lost Child Procedure

Reviewed 03.07.15

Procedure to be followed in the event of a child being lost at Nursery:

1. Inform all other staff of missing child and situation.
2. Organise the children into one area with the appropriate number of staff.
3. Remaining staff to search for child in the immediate outside area.
4. Contact the Police if child not immediately found in the vicinity of the Nursery.
5. Person in charge to contact the parents/carers.

Procedure to be followed in the event that a child is not collected at the end of a session:

1. Phone all available contacts.
2. Leave message if thought to be appropriate.
3. Person in charge to stay with the child, or contact the Proprietor who will take over the situation.
4. If the child in question has not been collected 1 hour after the session has ended / parent/carer due to collect them, Staff will follow our Safeguarding policy.
5. The Proprietor, Head Teacher and Head Nursery Nurse have appropriate car insurance to allow children to travel with them.