**Left Child, Lost Child Procedures**

**Purpose**

To provide a set of procedures for staff to follow in the event that a child is not collected from the setting or is lost.

**Left Child**

If a child is not collected within 10 minutes of the time they were due to be collected, the following procedure will apply:

* Staff will inform the supernumerary staff as soon as the left child affects ratios but no later than 10 minutes after they were due to be collected.
* Supernumerary staff will begin the process of locating a parent.
* In the event that a parent cannot be contacted they will continue to call other designated people to collect the child
* Until the child is collected a minimum of 2 staff will remain on site.

If no one is able to collect the child and parents are still not contactable, the supernumerary manager will assess the situation. When considered necessary, they will contact the Multi Agency Referral Unit on 0300 123 1116 and Ofsted will be contacted.

 **In which case:**

* Staff will remain with the child until social services have made arrangements
* Staff will leave a clear message on the entrance door for parents as to where they may find their child if the building is to be closed for the evening. Staff will also inform the police.
* A full investigation will be carried out by the Nursery Manager

**Lost Child**

In the event that a child is lost the following procedure will apply:

* Staff will begin to ascertain when and where the child was last seen and begin a search of the immediate area.
* If after a reasonable amount of time to search the immediate area the child cannot be found, staff will telephone the police to report the child missing on 999.
* Both parents will be telephoned.
* If the child is found they will immediately phone the parents and the police to inform them.
* A full investigation will be carried out by the Nursery Manager.

Reviewed April 2020