



Lost and Missing Child Policy

At Pegwell Bay Nursery, the safety and wellbeing of every child is our highest priority. In the unlikely event of a child going missing from the nursery premises or during nursery hours, we have a clear and robust procedure in place to ensure the child is found as quickly and safely as possible.

If a child is found to be missing, the following steps will be implemented immediately:

All staff will be informed, and an immediate, thorough search of the nursery building and grounds will take place. Staff will then expand the search to the surrounding area, ensuring that all other children remain safely supervised at all times. A member of staff will notify Baypoint Reception, and support will be enlisted from all available staff to assist in the search.

The Manager will provide a clear description of the missing child to everyone involved in the search and will ensure that the other children are kept calm and reassured, as they may become distressed.

If the child is not located promptly, the police will be contacted without delay, and a full description of the child will be provided.

During the search, remaining children will be brought inside and supervised by qualified practitioners in the pavilion building to ensure their safety. The rest of the staff team, along with Baypoint staff, will continue searching the following areas in order:

- The nursery premises (including behind portacabins)
- The forest area and all surrounding perimeters
- The car park and drop-off zones

If the child is not found within the nursery grounds, one member of staff will go to the Baypoint School Reception to:

- Notify school staff
- Review CCTV footage
- Provide a full description of the child to aid the search

If the child is still missing after 10 minutes, the Manager or most senior member of staff will contact the child's parents or carers to inform them of the situation and the steps being taken.

Preventative Measures

To reduce the risk of a child going missing, the following safety precautions are followed:



- Staff and parents must ensure the nursery gate is always securely closed behind them.
- Daily perimeter and fence checks are carried out to ensure there are no weaknesses or gaps.
- Regular headcounts are conducted throughout the day, particularly during transitions between indoor and outdoor spaces.

Reporting and Documentation

All incidents of a lost or missing child will be:

- Documented on the Famly app in detail, including timeframes, actions taken, and outcomes
- Reported to Ofsted in line with statutory requirements