



JAMmy Tots Nursery – Lost Child Policy

Date: April 2026

Manager: Jenene Morgan

Next Review: April 2027

At JAMmy Tots Nursery, the safety and security of all children is our highest priority. Every precaution is taken to ensure children are always accounted for and supervised.

In the unlikely event that a child goes missing, this policy ensures a swift, coordinated and effective response to locate the child and keep them safe.

Preventative Measures

To minimise the risk of a child going missing, we ensure:

- Children are supervised at all times
- Staff maintain correct EYFS ratios
- Daily registers are completed and checked regularly
- Headcounts are carried out:
 - On arrival
 - During transitions
 - Before and after outdoor play
 - Before leaving any area
- Doors and gates are secure at all times
- Visitors are monitored and signed in
- Children are never released to unauthorised persons
- Staff are deployed effectively across all areas



Procedure if a Child Goes Missing (On Site)

If a child is unaccounted for:

1. Immediate Action

- Staff member alerts the Manager/Person in Charge immediately
- All children are safely gathered and supervised
- A full headcount and register check is carried out

2. Search the Premises

- Staff conduct a thorough search of:
 - All rooms
 - Toilets
 - Outdoor areas
 - Cupboards and enclosed spaces

3. Escalation

If the child is not found within a five minutes:

- Manager/person in charge will:
 - Call 999 (Police) immediately
 - Provide full details:
 - Child's name, age, description
 - Clothing worn
 - Last known location and time

4. Inform Parents

- Parents/carers will be contacted immediately
- They will be kept informed throughout

5. Continue Search



- Staff continue searching the immediate area while:
 - Maintaining supervision of other children
 - Following police instructions

Procedure if a Child Goes Missing (Outings)

- Staff carry out an immediate headcount
- One staff member searches the immediate area
- Another contacts the Manager (if not present)
- If not found quickly:
 - Police are called immediately (999)
 - Parents are informed
- Remaining children are kept safe and supervised

After the Incident

- The Manager will:
 - Complete an incident report
 - Inform Ofsted
 - Review how the incident occurred
 - Implement any necessary changes to prevent recurrence



Staff Responsibilities

All staff must:

- Remain calm and act quickly
- Follow this policy at all times
- Ensure children are always supervised
- Report any concerns immediately

Safeguarding

A missing child is a serious safeguarding concern.

If there are any concerns about the child's welfare or possible abduction, safeguarding procedures will be followed and relevant agencies informed.

Review

This policy will be reviewed annually or following any incident.