



Name:	Date written:
Lost Child on Premises Policy	Sept 2021
Written by/Reviewed by:	Date of Review:
Louise Lloyd-Evans/Emma Holmes	15/9/23

Policy Statement

If a child is lost whilst on the premises or on an outing whilst under the care of Young Friends, this policy outlines the procedures we will follow.

Aims and Purpose

At Young Friends our days are organic; led by the children and their current interests. We feel this is the best way to help a child develop their executive function skills while being 'in flow' with high wellbeing. Because of the loose structure we do not have group times and regular registers so have found other ways of checking the children are safe and where they should be.

Applicability

Staff
Parents

Definition of Terms

n/a

Overview

Safety Measures in Place
Procedures When a Child is Deemed Missing

Procedures

Safety Measures in Place

- CCTV in every area, including the garden and at the front of the building
- Video entry system and all outside doors locked
- Robust walkie talkie radio system – one per each member of staff
- Signing in system on Family, our parent portal
- Stringent Outside Trip Policy and risk assessment
- Numbers checked at regular intervals of the day and recorded on the white board in each Pod. Larger groups micro-managed into smaller groups by a pod member
- All staff hold current DBS checks
- All staff carry out safeguarding training, yearly
- Password system for each child

Procedures When a Child is Deemed Missing

- Make all adults/children aware of the named missing child (check register to see who is missing and check all other children and staff are still present)
- All remaining children in the pod to be gathered into one area, asked to sit down with adequate staff supervision, and are counted.
- Begin search of surrounding area
- Check all doors to see if they are closed and locked
- Staff member to check CCTV
- All available staff not supervising children to search premises. One member of staff to contact the parents/carers and the police if unable to find the child quickly.
- All staff to be organized and deployed by Manager/Pod Leads - most senior present. Staff will be reminded to stay calm.
- At the nearest available opportunity OFSTED will be contacted and an incident form filled in
- Thorough risk assessments are undertaken and reviewed for all activities and areas regularly.

External Links and Organisations

Sussex Police: [Home](#) | [Sussex Police](#)

Almas (video door system): 0333 5676677

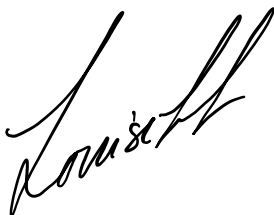
Brighton CCTV: 01273 782323

Relevant Policies and Documents

Safeguarding Children Policy
 Outdoor Trip Policy
 Staff Code of Conduct
 Accident and Emergency Policy
 Behaviour Management Policy
 Communications Policy
 Health and Safety Policy

Authorisation

Signature:



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 Owner and Director

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