

Lost Child Policy



The Parent & Child Nanny Agency

Lost Child Policy

Policy statement

The Parent & Child Nanny Agency are committed to providing a safe and secure environment during the running of a mobile crèche service with child safety paramount at all times.

Every attempt is made to keep children safe through carrying out regular safety checks, head counts and following our vigilant security procedures.

As part of a mobile crèche service a risk assessment is carried out prior to the booking and regular on-the-spot risk assessments are carried out on the day.

Every event is unique and poses new risks and challenges, we manage these through communication with the event organisers, ensuring staff are fully informed and by drawing up a risk assessment for every event.

Key safety procedure

1. All children are allocated a key crèche nanny and we work above Ofsted's recommended ratios, to ensure the children are kept safe at all times at an unprecedented event.
2. All crèche nannies are qualified and experienced and have read and understand the lost child policy.
3. Regular child head counts (hourly signed off).
4. Tyvek wrist bands to be worn by every child containing emergency contact details.
5. High visibility jackets or sashes to be worn by children outside of the main crèche space.
6. Crèche nannies are recognisable to children by uniform.

In the unlikely event of a child going missing, our lost child procedure is followed.

Lost child procedure

1. As soon as it is noticed that a child is missing, the crèche manager/lead crèche nanny/person in charge is immediately informed and all crèche nannies will be on high alert.
2. Children will be asked to stand with a designated person who will carry out a headcount and register to ensure no other child has gone astray and check the child has not been signed out of the crèche by a parent/guardian.
3. All crèche nannies present will be informed and a thorough search of the immediate vicinity both internally and externally will be made by a nominated crèche nanny/nannies who will carry a mobile phone and remain in contact.
4. If the venue/location has a security team, they will be informed of the missing child and last seen location.
5. To assist with the search, where possible we will alert other staff member of the missing child and the last seen location.

----- 10 minutes -----
6. If the child remains missing after a maximum period of ten minutes, the police will be contacted without delay and the matter will be treated as an emergency.

7. The parent/guardians will be informed.
8. A continued and on-going search of the premises will be carried out if safe to do so while waiting for the police to arrive
9. All crèche nannies will await police arrival and further instruction whilst keeping all children safe and contained at all times.
10. After the incident, a full report will be drawn up by the crèche manager and signed by all crèche nannies detailing the documented time the child was reported missing and a conclusion is drawn as to how the breach of security happened.
11. Where required, the local child safeguarding team and Ofsted will be informed of the incident and insurance details will be provided.