

LITTLE SPONGES MONTESSORI

LOST CHILD POLICY

POLICY STATEMENT

The safety of the children is paramount and the Nursery will make every effort to ensure that whilst on outings all children are closely supervised to ensure they remain safe and within the group. Please see our Outings Policy for the procedures we have in place.

Procedure

In the extremely unlikely event that a child was to become detached from the group and become 'lost' then we have the following procedure in place.

- All staff and helpers to be alerted and a search made of the immediate and surrounding areas.
- Depending on location, others alerted, for example if in a shop, then the shop staff.
- If the search proves negative then parents, police and Ofsted are to be informed.
- Staff must ensure the welfare, both physical and emotional, of the other children in their care.
- The Head or Deputy to be responsible for gathering all relevant information and liaising with the required authorities and parents.

Parents are kindly requested to inform the Head of Little Sponges or the Deputy if there is any risk of abduction from an estranged parent.

Staff is unable to prevent a parent taking their own child unless they have been given copies of any legal injunction preventing the parent having access.