



Lost Child Procedure

At The Nurture Circle Ltd we are always alert to the possibility that children can go missing during Nature Cub sessions as children can easily become absorbed in exploring our outdoor environments. To minimise the risk of this happening we use these different strategies;

- We set clear boundaries for our children to explore within marking them out with the children (and parents) at the start of each session
- We maintain high adult:child ratios to ensure we are vigilant at all times
- We ask all parents for information regarding behaviours, triggers and responses such as flight mode on registration so we can make sure we are aware of any children that may need additional strategies in place
- Our team will carry out periodic head counts, particularly when moving children between locations on our site
- We use a game called 1,2,3 where are you to check in regularly with children and offer this as a strategy for a child to use if lost or in need of help using sound location
- We remind all parents for our Parent & Toddler Play and Stay that they remain responsible for the safety of their child and should be vigilant at all times
- We have stringent procedures for drop off and pick up of children attending our Saturday morning club to ensure they are handed over to the Forest School Leader and back to a responsible parent

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- One member of our team will remain leading the group whilst the other team members conduct a thorough search of the site and surrounding area
- After 10 minutes the police will be informed. The manager will then contact the child's parents or carers if they are not already on site.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at Nature Club. Our Parent & Toddler Group will continue to explore under supervision of the parents and our Saturday Group will be gathered into one area to play team games with a supervising team member whilst our search continues. If necessary we may end our session earlier depending on the circumstances
- The Forest School Leader will liaise with the police and the child's parent or carer.

The incident will be recorded in the Incident Log. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

Useful numbers

Bentley Copse

Surrey Police: 01483 639977

Surrey Children's Social Care: 0345 600 9009

Oaks Park

Sutton Police: 020 8649 0729

Sutton Children's Social Care: 020 8770 4799

Ofsted: 0300 123 1231

This policy was adopted on	Signed on behalf of the company	Date for review
07/06/2021	<i>Geri Weeks</i>	07/06/2022 or before