

Lost Child Policy (Updated EYFS September 2025)

Policy Statement: At Butterflies Nursery, we are committed to ensuring the safety and security of all children in our care. This Lost Child Policy outlines our approach to preventing and responding to situations involving a lost child to ensure their prompt and safe return to their parent or legal guardian.

Preventive Measures:

- Children will be supervised at all times, both indoors and outdoors.
- Regular headcounts will be conducted to ensure all children are accounted for.

Arrival and Departure Procedures:

- Staff must sign the child in upon arrival and sign out at departure.
- Any change in the person collecting the child must be communicated clearly to the manager in advance.

Outdoor Activities:

- Outdoor activities will be carefully planned and closely supervised.
- Clear boundaries will be established, and regular visual checks will be conducted.

Buddy System:

- A buddy system will be encouraged during outings and group activities.
- Older children may be paired with younger ones to enhance safety and supervision.

Identification:

- Identification badges or wristbands will be worn by children during outings, displaying the child's name and the Nursery contact information.

Staff Training:

- All staff will receive regular training on Lost Child Policy procedures and responses.
- Staff will be fully informed about the setting's layout, emergency contacts, and safety procedures.

Immediate Action:

- An immediate search of the premises will commence if a child is suspected lost.
- The manager will coordinate the search efforts and communicate with the team throughout.

Contacting Parents:

- Parents or legal guardians will be informed immediately if the child cannot be located within a reasonable timeframe.
- Clear details about the situation and actions being taken will be provided.

Notifying Authorities:

- If the child remains unaccounted for, the local authorities will be informed promptly.

Post-Incident Review:

- A thorough review will be conducted after any incident to identify areas for improvement.

- Policy and procedures will be updated based on insights gained from the review.

Alignment with EYFS 2025 Changes:

- This policy aligns with EYFS 2025 by emphasising heightened supervision, clear communication, and rigorous safety protocols designed to enhance child security and welfare.

Review and Monitoring:

- This policy will be reviewed annually or more frequently if required, to ensure its effectiveness and compliance with changes in EYFS 2025 legislation or local guidelines.
- Feedback from staff, parents, and children will be welcomed to continuously improve our Lost Child Policy.

Signed: Chrissie Day

Date: 2nd July, 2025