



**NURSERY
MISSING CHILDREN
POLICY**

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| Person responsible: | Lisa Taylor |
| Date approved by governing body: | Nov 2019 |
| Review cycle: | Every 2 years |
| Date of policy review: | Oct 2021 |



NURSERY MISSING CHILD POLICY

In the unlikely event of a child going missing, the following procedures will be implemented immediately:

CHILDREN MISSING FROM NURSERY

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- If a child is found to be missing whilst in the nursery then the member of staff who has initially noted the child is missing should immediately undertake a headcount throughout the nursery and organise a sweeping search of the area the child was last seen, the whole nursery and the nursery outdoor areas. Doors and the Gate to the nursery garden should be checked for signs of entry/exit.
- All available staff, including staff from other areas, will be enlisted to help in the search.
- Staff must immediately inform the Nursery Manager/Person in charge
- The Nursery Manager/Person in Charge will notify St Roses' Leadership Management Team and the Designated Safeguarding Lead (DSL)
- If the child is still not found then the police will be called, informing them of the child's name, description (including what the child was wearing) and the last known time that the child was seen. The parents/carers of the missing child will be contacted by the Nursery Manager and informed of the situation. They should be told that the police have been contacted.
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was missing, time child identified as missing, notification to police and findings. Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring to be reduced.
- All near misses must be reported to the Nursery Manager
- Ofsted must be contacted and informed of any incidents
- We will review security procedures after the event.

MISSING CHILDREN ON OUTINGS


Regular head counts are carried out throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately:

- The organiser will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout
- If appropriate, on-site security will also be informed and a description given
- If after a search the child is still missing, then the person in charge should immediately telephone the police and inform them of the situation. The person in charge should contact the Nursery Manager who will telephone St Rose's Leadership Management team, the DSL and the child's parents/carers.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings. Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring to be reduced.
- Ofsted must be contacted and informed of any incidents
- We will review security procedures after the event.

Supporting policies and procedures:

- SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY
- NURSERY LATE AND UNCOLLECTED CHILDREN POLICY

..... S. Talwar Principal Date 7.11.19

.....  Chair of Governors Date 7.11.19

