



Charters Ancaster Nursery and Forest School



MISSING CHILD POLICY

Reviewed By: Nursery Manager

Date approved by Directors: _____ Signature: _____

Date for Review: December 2019

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This policy was written in line with Keeping Children safe in Education, as updated in September 2016.

1. Policy Statement

1.1 The safety and security of the children in our care at Charters Ancaster Nursery is paramount.

2. Procedures

2.1 Each child who arrives at nursery is registered as they arrive following the child being handed over to the member of staff on duty by the parent/carer. The older children self-register but a 'register' is taken also at the beginning of each session.

2.2 Staff will regularly make a count of children in their care especially when they are outside in the Nursery grounds. When on a visit elsewhere they will check frequently to make sure all children are present.

2.2 Staff maintain the appropriate high level of supervision throughout the day and are aware of the location of the children in their care at all times.

2.3 At the end of the nursery session children are handed over to the care of their parent/carer. The Nursery will not hand over a child to a different adult without the instruction of the parent/carer.

2.4 In the event of a new adult picking up the child who is not known by staff but has permission from the parent/carer then they will be asked for the 'password' which will be individual to each child.

2.5 When on excursions off the Nursery premises, staff implement strategies to maximise the safety and security of the children in accordance with the 'Educational trips and Visits' policy. Full risk assessments are carried out. A list of the children's names is carried by the trip leader and the children are split into small groups according to appropriate staff/pupil ratio for the age of the children and the purpose of the trip/activity. Each group is managed by a separate member of staff. The number of the children is checked regularly by frequent roll calls.

2.6 In the unlikely event that after a roll call or at other times, it is noticed that a child has gone missing, whether in Nursery or out, the following procedures will be followed:

- Other children will be consulted

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- Staff will maintain the safety and well-being of other children.
- Staff will check with the office and possible places will be checked including possible hiding places.
- A senior member of staff and at least one other member of staff will search the immediate vicinity and/or setting's grounds, going to places where the child was last seen and retracing the routes they may have taken.
- The Nursery manager must be informed.
- If the child is not found after approximately 5 minutes in the Nursery, the Nursery Manager will contact the parents of the missing child by telephone and agree how to proceed. They will also contact the police.
- If it is not possible to contact the parents, the Nursery Manager will contact the police.
- Once the police arrive, all relevant information about the child will be given. The police will then take over the search and staff will be under their instruction.
- If off-site, a member of staff will remain with the police to comfort the child when found and maintain regular contact with the Nursery office . the remaining staff will return to nursery with the rest of the children.

2.6 When the situation has been resolved the Nursery Manager and staff will review the reasons for this event happening and revise measures if necessary.