



MISSING CHILD POLICY



Reviewed on	Approved by
06.05.2021	N. Crump
17.05.2023 S.Crump	

Policy Statement

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

Procedures

Each child who arrives at nursery is signed in on Family as soon as they are handed over to a member of staff by their parent/carers.

Staff will regularly make a headcount of the children throughout the session, especially on transition of rooms or activity and when they are outside of the nursery building e.g in the garden or at Forest School.

Staff maintain the appropriate high level of supervision throughout the day and are always aware of the location of the children in their care.

At the end of the nursery session children are handed over to their parent/carer.

The Nursery will not hand over a child to a different adult without the instruction of the parent/carer, and 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. – *Please see our Arrivals and Departures Policy for more information.*

When on excursions off the Nursery premises, staff implement strategies to maximise the safety and security of the children in accordance with the 'Outings, trips and Visits' policy. Children will only be taken off the premises with permission from parents or carers. 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. And staff will have access to a phone which is contactable by the Nursery. The number of the children is checked regularly.

In the unlikely event that a child has gone missing, whether in Nursery or out, the following procedures will be followed:

- ✓ Staff will maintain the safety and well-being of other children.
- ✓ The Nursery Manager must be informed immediately.
- ✓ Staff will check with the office and possible places will be checked including possible hiding places.
- ✓ They will ring other classrooms, staff and the site manager in case the child has been seen by other staff.
- ✓ 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.
- ✓ If the child is not found after approximately 5 minutes within 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, and emergency contacts.
- ✓ 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, the same procedures will be followed. 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.
 - ✓ When the situation has been resolved the Nursery Manager and staff will review the reasons for this event happening and revise measures if necessary.