



Missing Child Policy

The safety of all our children is our highest priority whilst they are in our care at nursery. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

Responsibility

It is the Nursery Manager's responsibility to ensure that all relevant staff are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed on a timely basis.

It is the responsibility of all staff to read the policy and act at all times according to its guidance. Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines.

If a member of staff takes a child or group of children out of nursery, they are responsible for informing parents and staff at the school office. In all cases such as visiting the mobile library, parental consent will be sought. It is the responsibility of parents/carers to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of sessions.

If a parent/carer takes a child out of nursery during a session, they must sign the 'leaving early and arriving late' book. It is the responsibility of Governors to ensure they are aware of the nursery's procedures and to challenge / support the nursery in its review of this policy.

Procedures Aimed at Reducing Risk of a Missing Child

Start of the nursery session:

- The nursery should ensure parents/carers are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- There are clear procedures for welcoming children into Albert Village Nursery and school.
- The main school gate closes at approximately 9.00am. After this time children and parents should report to the main school office via the main entrance.

- If a child is late in an afternoon, all children and parents should also report to the main school office.
- Nursery staff will be in attendance from 8.45am and 12.20pm

During session time:

- Staff mark registers promptly and accurately - morning and afternoon session.
- All staff must ensure that the external gates to any outside area are closed when children are playing outside.
- If children leave the nursery to visit the school, or play outside the staff must ensure that adequate supervision is maintained at all times and all children are accounted for on return to the nursery.
- Updated contact information for parents and carers is sought and maintained termly. Parents/carers are fully responsible for informing the nursery of any changes to contact details.

During freeflow play:

- Nursery children are never unattended while playing outside.
- External gates remain closed. Staff patrol all areas in the playground throughout the session.
- There is always one member of staff inside nursery during freeflow play

During home time:

The gates are opened at 3:15pm for nursery children.

- Morning nursery children leave by the main school office entrance.
- Afternoon nursery children leave by the main nursery door.
- Children are only allowed to leave with a designated adult, known to the staff.
- Children who are not collected within ten minutes of collection time will be kept safe while a staff member attempts to make contact with the parents/carers.

Educational visits:

- Thorough risk assessments and adequate staff / child ratios (usually one to one by the child's parent/carer) are provided when children leave the nursery premises.
- Permission from parents/carers is obtained generically at the beginning of each academic year and once again specifically for each trip.
- Mobile telephones taken on every visit and mobile contact numbers left at school.

Procedures In The Event A Child Going Missing On Nursery/School Premises

In the event of a member of staff fearing that a child has gone missing while at nursery:

1. If a staff member suspects that a child is missing from nursery, they must inform the Nursery Manager immediately. The Nursery Manager and relevant staff will carry out a thorough search of the nursery building, including outside areas, toilets, storage areas including the school if applicable.
2. The attendance register is checked.
3. If necessary, staff will promptly but calmly round up all the children in nursery and a designated member of staff will supervise the children. The safety and care of other children is paramount so is the security of the nursery and the number of staff remaining to supervise the other pupils.
4. The nursery must be adequately maintained while the search continues.
5. Staff will count and name check all the children present against the register while the group are assembled in one place.
6. A thorough check of all exits will be made, to ensure all gates / doors were locked / bolted and there are no other ways a child could have left the school premises. If something is discovered this needs to be drawn to the attention of the Nursery Manager immediately.
7. If the child is still not found after this initial search, the Nursery Manager is to inform the Headteacher or Deputy Headteacher.
8. If the child has not been found after 10 minutes from the initial report of them as missing then police and parents should be notified. Parents or carers, will be asked to bring with them a recent photograph of their child.
9. If the missing child has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies.
10. Nursery staff are spoken to in order to ascertain further information and asked to confirm if he / she attended the previous sessions.
11. A second thorough search of the nursery/school buildings continues and is carried out by the Nursery Manager and senior school staff with the help of other members of staff if applicable.

In the event of a member of staff fearing that a child has gone missing while off school premises:

1. The Nursery Manager must ensure the safety of remaining children, parents and carers.
2. One or more adults should immediately start searching for the child.
3. The organisation being visited must be informed immediately so they can put their procedures into place.
4. A member of the nursery staff should contact school to alert them.
5. If the child is not found within 5 minutes, the Nursery Manager must contact police by telephoning 999.

A member of the nursery staff should alert school that the police have been contacted, after which the procedures described above will be followed.

Ofsted will be contacted as soon as is reasonably possible.

January 2018

Review date: January 2020

