

# Missing Child Policy

Date: September 2018

Review Date: October 2019

**In the unlikely event of a child, going missing within the nursery the following procedure will be implemented immediately.**

The arrival and departure time of all children is clearly marked on the register when children arrive or leave so it is always clear which children are present in the nursery.

Children are regularly accounted for during the day as staff will make a regular head count checking the numbers of children present against the names of the children signed in on the register.

In the unlikely event of a child going missing within the nursery the following procedure will be implemented:

All staff present will be informed and an immediate thorough search of the nursery will be made followed by a search of the surrounding areas, ensuring that all other children remain supervised throughout.

A staff member will notify the Manager, whilst other staff continues searching.

The Manager will carry out a second search of the area, whilst a member of staff informs the Head Teacher.

If the Child has still not been accounted for the Manager will contact the police.

The Manager will also contact the parents of the missing child.

During this period, staff will be continually searching for the missing child, whilst other staff maintain normal routine as possible for the rest of the children in the Nursery.

The Manager will meet the police and the parent/carers.

The Manager will then await instructions from the police.

All information will be recorded in writing on a report form and further security measures will be put in place to prevent further incidents occurring.

OFSTED must be contacted and informed of any incidents.

Management Signature: .....

Date: .....