



## Missing child Policy

### **Actions To Be Followed By Staff If A Child Goes Missing From The Nursery**

Keeping your child/children safe whilst they are in our care is our highest priority. All children are accounted for during the day and their arrival and departure times are logged on our Family app. Staff take regular headcounts throughout the day and when the children move between the indoor and outside areas.

Our procedures for keeping children safe whilst in our care are an important part of our staff induction and training, which ensures your child should not become lost or missing whilst attending Westlands Nursery.

Separate risk assessments are completed in the event of a nursery outing.

If a child was found to be missing, the following procedure will take place:

- As soon as it's noticed that a child is missing the staff must alert the Management Team.
- The senior member of staff notified talks to staff to establish what happened.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The management team will carry out a thorough search of the building and gardens.
- Staff will be careful to remain calm and to ensure that the other children remain safe and adequately supervised.
- If the child is found on the site they will be brought back to nursery, comforted by their key person or another familiar adult and the need to stay within sight or earshot of an adult will be reinforced to **ALL** the children.

If after thorough searching the child is not found, the parent/carer is contacted and the missing child is reported to the Police.

- While waiting for the Police and the parent/carer to arrive, searches for the child will continue.
- In cases where either the police or social services have been informed, the relevant body (Ofsted) will be informed as soon as is practical. **General helpline 0300 123 1231**
- If the child is injured, a report would be made under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR, 2013). **Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).**
- The Manager must contact the Westlands Primary School to inform them of the incident. The Head of the Westlands Primary school carries out an investigation and may come to the setting immediately.
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report. This would include:
  - The date and time of the incident.
  - What staff/children were in the group/outing and the name of the staff members responsible for the missing child.
  - When the child was last seen in the group/outing.

