Child Missing at Nursery Policy

As a nursery we are committed to provide a safe and secure environment in which children can grow and develop. Full details of the security arrangements in place can be found in the **Safety and Security Policy**.

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 regular head counts, 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:

- The person in charge will be notified immediately, along with the Area Daycare Manager.
- A full setting headcount and roll call will be completed against the attendance registers to ensure the child is not being cared for in another room, in the building.
- All staff present will be informed and an immediate thorough search of the nursery both internally and externally will be made, ensuring that all other children remain supervised throughout.
- If the child remains missing, the parents will be contacted and kept informed at all times.
- Start to complete missing child form, this can be given to police, this will also help staff and searchers. This will also start to build a report for OFSTED.
- Where a child is not found within a maximum time of **ten minutes** from the time they were identified as missing - the matter will be treated as an emergency and the police will be contacted.
- An ongoing search of the premises both internally and externally will continue whilst waiting for the police to arrive.

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- Two staff will check beyond the immediate grounds of the building and will undertake a search in the wider vicinity for the child. They would always have a mobile phone with them.

- Delegated Staff will liaise with the police and follow their instructions whilst they wait for them to arrive on the premises

- The person in charge will continue to undertake the search until further instructions are received from the police

- The incident will be reported to North Halifax Partnership Board and Children and Families Programme Manager, Calderdale MBC Commissioners and Ofsted. This will be in the form of a full written report sent by the Area Day Care Manager informing them of the incident detailing the child who was missing, time identified, staff involved, location, police involvement and the outcome.

When taking the children on outings, prior written consent is sought from parents/carers, a risk assessment is carried out prior to the outing and regular head counts are made throughout the time. Children are allocated to certain members of staff with higher-than-normal ratios, to ensure the children are safe at all times. The risk assessment will include measures such as having a mobile phone, high visibility jackets and other measures appropriate to the outing.

The procedure outlined in the specific risk assessment for their outing will be followed in the event a child goes missing while on an outing.

Child missing from nursery form

Staff member completing form	Name of manager reporting to

Date of Incident	Time child was reported missing	Setting / area location

About the child who is missing		
Childs full name	**Date of Birth**	**Age**

Child's appearance (give as much detailed information as possible e.g. eye/ hair colour, clothing, approx. height,

Immediate action taken – areas searched, arrangements for other children,

Time parents notified	Time Police notified

Advice given by Police and action taken
Follow up actions OFSTED, NHP Managers & Board, LADO, meetings with parents, support offered, live procedures for staff.