



Missing Child Policy

We make every effort to ensure the safety of your child whilst using the Nursery. The Nursery will ensure that the premises are safe and secure to ensure that children will not be able to leave the premises without a member of staff or other adult authorised by the parent/guardian. This policy supports the 'Outings Policy' and will be implemented in the exceptional situation where a child either becomes lost whilst on an outing or leaves the Nursery unaccompanied.

Procedures set to maintain safety:

- Parents *must* ensure that their daily telephone number where they can be reached is written on the registration form.
- Staff *must* sign children in and out of the Nursery via a registration.
- Staff *must* ensure that the gate to any outside area is bolted whilst children are playing outside.
- Staff mark registers – mornings and afternoons.

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

- A senior member of staff will be alerted and enquiries made as to when the child was last seen and where.
- Count and check the children present and make sure with other members of staff that the child has not been collected by parent/carer.
- Carry out a thorough search of the Nursery and check the doors and the outside and surrounding areas.
- Whilst carrying out the search staff must ensure that the adequate supervision of other children is maintained. Staff should remain calm and reassure the other children in the setting.

- Where appropriate staff may address careful questioning to other children present to see if the whereabouts of the child is known.
- If a complete search has been carried out and the child is not found within 10 minutes and all adults on the premises have been consulted the Manager/Deputy will inform the parents/guardians and contact the police and report the child missing.
- The incident will be recorded in incident book along with the outcome.
- Manager/Deputy will also inform the proprietors and CSSIW.
- There will be an investigation as to how the child got lost and measures taken to ensure that the situation does not happen again.