

# Missing Child Procedure (on site)

## Health and Safety



In the unlikely event of a child going missing from the nursery the following procedure will be followed immediately:

- The supervisor will be informed
- The register will be checked to ensure that the child has not already been collected. Other staff will be consulted to see if they have seen the parent/carer collect the child
- All staff present will be informed and an immediate thorough search of the nursery building will be made. The supervisor will co-ordinate staff to search all areas including the areas surrounding the nursery, whilst not compromising the safety of the other children in the nursery setting.
- A staff member will be placed at all entrance/exits to the premises
- The supervisor will appoint a member of staff to carry out a second search of the building and surrounding area if the child has still not been found
- The supervisor will then contact the police and the child's parents/carer to make them aware of the situation
- The manager will then await instructions from the police
- In the unlikely event that the child is not found the nursery will follow the local authority and police procedure
- During this time staff will continue to search the building and surrounding area
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- Any incident involving a child going missing must be recorded in the incident book. OFSTED and the local authority will be informed as soon as is practically possible
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced

Ofsted Number: **0300 123 1231**

Safeguarding Officer: – **03000 418503**

**Date Monitored:** 29.11.22

**Name:** Jodine Grutzmacher

**Signature:**

**Review Date:** November 2023

