

# Missing Child Procedure (off site)

## Health and Safety



Regular headcounts are taken and registers called throughout on all outings. In the event of a child going missing whilst on an outing the following procedure will be implemented immediately:

- The supervisor will be informed
- All staff present will be informed and an immediate thorough search of the area will be made. Other children will be supervised throughout the search
- If appropriate on site security will be informed and a description of the missing child/children will be given
- In the event of the child not being found in the search the supervisor or designated person in charge will then contact the police
- 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
- The supervisor or designated person in charge will then telephone the child's parents giving details of what has happened. If appropriate the designated member of staff will telephone the nursery explaining what has happened so that they can telephone the child's parents
- At least one member of staff will remain on the premises whilst the others return to the nursery with the children. This member of staff will continue to search for the lost child
- The remaining member of staff will meet the police and parents/carers when they arrive at a designated point
- 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**

Education Safeguarding: – **03301 651140**

**Date Monitored:** 29.11.22

**Name:** Jodine Grutzmacher

**Signature:**

**Review Date:** November 2023

