

MISSING CHILD ON THE PREMISES

Children's safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made through carrying out the outing procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

- As soon as it is noticed that a child is missing the Manager/Deputy will be informed
- The Manager and one member of staff from each room will carry out a thorough search of the building
- 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 off.
- All existing children in the nursery will be grouped together in each room whilst the search for the missing child is taking place
- If the child is not found the police are contacted by the Manager/Deputy and then the Parents will also be contacted.
- The Manager/Deputy talks to the staff to find out when and where the child was last seen and records this.
- The Manager/Deputy contacts the Chairperson and reports the incident. The Chairperson, with the Management Committee carry out an investigation and may come to the setting immediately.
- The Policy will be reviewed to see if improvements are required
- Ofsted will be informed

MISSING CHILD ON AN OUTING

- Staff will remain calm
- The co-ordinator will contact the venues security immediately
- All members of staff will be contacted and a meeting place arranged, if the group are not all together
- The Manager/Deputy will be informed immediately if not already present.
- Suitable members of staff will remain with the children in a secure area whilst other members of staff will help with the search.
- The police will be contacted and parents informed, by the Manager/Deputy
- Following any incident a full investigation would be carried out, an incident form will be completed
- If anyone contacted the nursery they would forward the information to the co-ordinator and staff
- A time scale to be used as to when the police and parents are to be informed.
- Policy will be reviewed to see if improvements are required
- Ofsted will be informed