



Missing child

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE NURSERY.

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the outings 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.

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

If a child was found to be missing, the following procedure shall take place:

- Staff will be careful to remain calm and to ensure that the other children remain safe and adequately supervised.
- As soon as it's noticed that a child is missing the staff must alert the Management Team.
- The person in charge talks to staff to establish what happened.
- The management team in charge will carry out a thorough search of the building and gardens.
- 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 out.
- If the child is found on the site they will be brought back to nursery, comforted by their key person or another familiar adult and the need to stay within sight or earshot of an adult will be reinforced to **ALL** the children.
- If after thorough searching the child is not found the parent/carer is contacted and the missing child is reported to the police.
- While waiting for the Police and the parent/carer to arrive, searches for the child will continue.
- In cases where either the police or social services have been informed, the relevant body (Ofsted) will be informed as soon as is practical. **General helpline 0300 123 1231**
- If the child is injured, a report would be made under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR, 1995). **Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).**
- The Manager must contact the Westlands Primary School to inform them of the incident. The Head of the Westlands Primary school carries out an investigation and may come to the setting immediately.
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report. This would include:
 - The date and time of the incident.
 - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
 - When the child was last seen in the group/outing.
 - What has taken place in the group or outing since the child went missing.
 - The time it is estimated that the child went missing.
- If appropriate, procedures would be reviewed and adjusted.

This policy was adopted by Westlands Nursery and will be reviewed by September 2017.