

Kingsfield Nursery Missing Child Policy

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

Child goes missing on the premises

- As soon as it is noticed that a child is missing, the member of staff alerts the manager.
- The manager calls the police and reports the child missing and then will call the parent.
- A thorough search will be made of the premises.
- The register will be called to make sure no other child has gone missing.
- Doors and gates will be checked to see if there has been a breach of security.
- The manager will talk to staff to find out when and where the child was last seen, and this will be recorded*

Child missing on an outing

This describes what to do on a small group outing, with or without the manager

- As soon as it is noticed that a child is missing, children are asked to stand with one member of staff whilst the second member searches the immediate vicinity, but no further.
- If not on the outing, the Manager will be called immediately and the incident reported.
- The Manager will immediately contact the Police and then the parents.
- Staff take the remaining children back to nursery.
- Staff to remain calm and support and children that may have become anxious.
- The incident will be reported as above*

ALL SUCH INCIDENTS WILL BE REPORTED TO OFSTED via the GOV.UK website