

# Missing Child Policy

\*Mandatory Policy\*



At **Little Pearls Nursery** we are committed to promoting children's safety and welfare. Staff are encouraged to regularly headcount children to ensure all children are present. In the unlikely event of a child going missing within/from the nursery, we have the following procedure which will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing.
- The nursery manager will be informed immediately and all staff present will be informed.
- Remaining children will be gathered and looked after by the appropriate amount of staff whilst being kept calm and reassured. The rest of the team will be deployed to search for the missing child as fast as possible.
- After 15 minutes, the manager will call the police and follow police guidance. The parents of the missing child will also be contacted.
- A second search of the area will be carried out by all available staff on site. The remaining staff will maintain as near to normal routine as possible for the rest of the children in the nursery.
- The manager will meet the police and parents.
- The manager will then act upon instructions from the police.
- In the unlikely event that the child is not found the nursery will follow the local authority and police procedure.
- 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.
- Ofsted must be contacted and informed of any incidents within 14 days but ideally as soon as 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.
- If we are on a walk out of the nursery building, if a child goes missing it may be appropriate to call the police sooner rather than 15 minutes. Please adapt the time scale appropriately. Call the nursery as soon as possible so we can supply extra hands to aid the search.