

Missing and Uncollected Child Policy & Procedure

The safety of children at our nursery is the **highest priority** at all times both on and off the premises. Every attempt is made through risk assessments and procedures to ensure that the security of the children is maintained at all times. In the unlikely event of a child going missing, our lost child procedure is as follows.

Missing Child Procedure (in Nursery)

1. If at any time a child is unaccounted for, **stay calm** and instigate a search of the immediate area and in particular the toilets, cupboards, or other places where a child could be capable of hiding.
2. After checking that all other children are present and supervised. The incident should then be reported to a senior member of staff who will contact the management immediately.
3. The management and senior staff will then check the premises thoroughly, including classrooms, cupboards, doors, storage areas and the areas directly outside of the Nursery.
4. All doors and gates will then be checked to see if there has been a breach of security whereby a child may have wandered out.
5. One or more members of staff will be delegated to check local roads.
6. The police will then be informed who will advise the Nursery on the next course of action.
7. If the child is still missing the parents must then be contacted by the management or most senior member of staff available.
8. Staff will then re-check all venues.
9. The Nursery management will then telephone all adults, first staff members and then parents, who have recently left the Nursery premises.
10. A complete account of the incident will be recorded on an Incident Form and Ofsted will then be informed in writing within 14 days.
11. Staff will follow the media protocol policy and not speak to anyone who has no need to know about the incident or who may be linked to the media and under no circumstances will the name of any child be divulged to any such person.

If a child has been removed from the Nursery by an unauthorised person, the child's parents and the police will be contacted immediately.

Missing Child Procedure (Out of Nursery)

1. If at any time a child is unaccounted for staff are asked to **stay calm** and to instigate a search of the immediate area and to carry out a headcount to ensure that no other child has gone astray.
2. A senior member of staff on the trip will alert the management to update them of the situation.
3. The police will then be called by the management or a senior member of staff who will advise the Nursery of the next course of action.
4. The child's parents will then be contacted at this stage by the management.
5. All staff must ensure that the other children are properly supervised and must remain calm.
6. Staff will then speak to any other adults in the area to see if they noticed a lost child.
7. One member of staff will be delegated to check All areas of the venue and local roads.
8. The other children will be brought back to Nursery, whilst a member of staff remains behind at the venue to monitor the situation.
9. A complete account of the incident will be recorded on an incident form.
10. The incident will be reported to Ofsted within 14 days.
11. All staff will follow the Media Protocol Policy and will not speak to anyone who has no need to know about the situation or who may be a member of the media. Under no circumstances should the name of the child be divulged to any such person.

Uncollected Child Procedure

1. Every effort must be taken by the management to contact that person as soon as possible.
2. If none of these people can be contacted, then the emergency person will be contacted to collect the child from Nursery.
3. If all attempts to contact a parent/legal guardian, designated person or emergency contact fail, then the registered person in charge should inform the local authority, duty social worker of the situation without delay (refer to Safeguarding Policy for details).
4. It will be up to the duty social worker to take charge of the situation and to decide what happens next and whether the police need to be involved in helping to trace the parent/guardian of the child.
5. If the parent/guardian or other designated person cannot be found, the duty social worker will arrange for the child to be placed temporarily with foster parents until the situation is resolved.