



MISSING CHILD POLICY

Safeguarding and Welfare requirements: 3.61

MISSING CHILD PROCEDURES

In the highly unlikely event that we could not see or hear a child, the Room Leader, supported by the Manager is to FULLY search the nursery and surrounding area. They are to call out for the child and to do this in a calm manner, so as not to distress or upset the missing child or any of the other children or staff members.

After a reasonable time, if the missing child has not been found, The Manager, Deputy Manager or Owner will immediately call the Police describing the child and the child's appearance in detail.

The child's parent/guardian must then be called to make them aware of the situation and that we have informed the police. Please ensure that this is done in a calm manner and reassure the parent/guardian that we are doing all we can and that we will stay in touch approximately every 10 – 15 minutes. It is important to keep this conversation as short as possible without out being rude or offensive as it is more important to look for the child than speak to the parent.

The Manager, Deputy Manger or Owner should then join in the search for the child and should keep staff as calm as possible and rearrange rotas to enable some staff to help look for the child.

The other children must be looked after by the member(s) of staff not assisting with the search and should keep them happy, occupied and calm.

FOUND CHILD PROCEDURES

When child is found immediately inform parents, staff and police. (In this order)

Expect to give a verbal account of what happened to any of the above in a calm and reasonable manner.

Inform Ofsted and give similar account as above.

Write report, attaching statements from appropriate members of staff, to keep in Issues and Complaints Folder.

In a review, we would discuss what we have learnt from this and what procedures could be implemented to ensure that this never happens again?