

Lost or Missing Child Policy

At Wood Wharf Kindergarten it is always our aim to keep everyone on site safe and this includes children having possibilities to leave unsupervised or go missing whilst on outings or trips. If in the event a child went missing or was lost, it would be paramount for the school to find the child safe and well, whilst also ensuring the safety of everyone else remains a high priority.

If in the unlikely event a child did go missing the Nursery Manager would be the first person to know about the child unaccounted for. The person who has realised the child is not with them will contact the Nursery Manager and explain calmly a child is missing. Other staff would be immediately informed but in a calm way as not to cause panic to other staff or children. The member of staff will start searching for the child.

If the child has gone missing from the Nursery premises, then the rest of the building will be informed by the Nursery manager and the member of staff searching will begin their search outside the premises, firstly checking the garden and main road area. The member of staff searching outside the building will have a mobile phone with them and will always remain in contact. Other members of staff will be informed as quick as possible, and this will be down to the Nursery manager. If ratios can be maintained and the safety of the children at the nursery remains operational, other members of staff may be sent out to search the area for the child also.

Once the child is found they will be returned to the Nursery in a calm and safe manner, the child will be checked for any signs of injury or harm and will be asked why they left the Nursery alone. The member of staff who found the child will report to the Nursery manager. The member of staff must then fill in a missing child form and file this in the child's records. The Nursery manager will contact the child's parents and inform them of the incident. OFSTED must also be contacted by the Nursery manager and informed, a thorough investigation and review of risk assessments will be completed following the incident. All staff members will then have to sign and understand the new risk assessment that must be completed by the Nursery manager within 5 days of the incident happening.

If in the event the child cannot be found in a 5-minute period the police must be informed on **999** by the Nursery manager and all information they ask for must be given as clearly, calmly and with as much detail as possible. They will want to know:

- Where the setting is/Where the child went missing
- The next of kin of the child
- A detailed description of the child, including age, sex and as much information about clothing as possible working down from head to toe.
- The circumstances of the incident, including anything that may have triggered the disappearance.
- How long the child has been missing.
- Where they were last seen
- If there was an argument (Older child)

- Who is looking for the child, where are they, do they have a mobile with them, what is the number?

All information about the event so far must be documented and any advice given from the police put down in writing by the nursery manager who made the call.

Once the police have been informed and all advice and actions followed the parent/carers of the child must be informed of their disappearance. Contact must be made with the person noted on the child's registration form, so continuous calling is a must, this will be done by the nursery manager following the call to the police.

OFSTED must still be informed as soon as possible of the child's disappearance and again once the child has been found the nursery manager will liaise with OFSTED and all further documentation to be completed by the staff member searching for the child.

In the event the child goes missing when on an outing, one member of staff must begin the search for the child, whilst contacting the nursery and informing them of the missing child. They will stay in the area whilst all the other staff and children are brought back to the nursery. The above procedure will be followed by calling the police immediately. Once the police and parents have been contacted the nursery manager will meet with the parents and police at the site the child went missing.

As far as reasonably possible all outings and trips (Excluding walks to the park and surrounding areas of the nursery) will have a ratio of 1 adult to 2 children, parents contact numbers should always be taken .

OFSTED: 0300 123 1231

Police: 999

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>07/09/2022</i>	<i>Heleanna Phair</i>	<i>1 September 2023</i>
<i>Reviewed 15.11.23</i>	<i>Heleanna Phair</i>	<i>15.11.24</i>