

MISSING/LOST CHILD POLICY

In the unlikely event of a child going missing within/from the nursery the following procedure will be implemented immediately.

All staff present will be informed and an immediate thorough search of the nursery will be made followed by a search of the surrounding area.

A staff member will notify the Nursery Manager, as soon as the child is noticed to be missing, other staff should continue searching.

The Nursery Manager will carry out a second search of the area. If the child has still not been accounted for the Nursery Manager will contact the police and then the missing child's parents or carers.

During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible, for the rest of the children in the nursery.

The Nursery Manager will meet the police and parents/carers, and explain the situation to both parties. The Nursery Manager will then await instructions from the police on what the setting would need to do next.

Any incidents must be recorded in writing and all staff involved in the supervision of the missing child should make a written statement of the incident.

Ofsted must be contacted on 0300 123 1237 and informed of any incidents.

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