

Missing Child Policy

At Greenfields Day Nursery, it is our intention to maintain children's safety as the highest priority at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

- Our Policy on any child who is found to be missing is that all the children are to be gathered in one room and checked against the register.
- One member of staff will check the other rooms to see if the missing child is hiding this member of staff will call the child's name repeatedly whilst looking.
- If the child is still not found within the building this member of staff will widen the search to the garden and surrounding area.
- We will contact the pre school to see if the child has wandered across to them.
- If there is still no sign of the child, then the police will be informed immediately and the child's parents.

Staff keep calm & do not let the other children become anxious or worried.

The manager will carry out a full investigation taking written statements from all the staff present at the time.

The key person/ staff writes an incident report detailing: -

- the date and time of the report
- what staff/ children were in the group
- when the child was last seen in the group
- what has taken place in the group since then
- the time it is estimated that the child went missing.

A conclusion is drawn as to how the breach of security happened. If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address. The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution. OFSTED is informed. The Insurance provider is informed.

Reviewed on: - 23/1/23

Signed:- R.Brand

Review Date: - 23/1/24

