Missing or Lost child policy

Children's safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made through carrying out the nurseries outings procedure to ensure the safety of children is maintained at all times.

To ensure that children are not lost while in the care of the nursery we:

- Carefully supervise children at all times
- Maintain appropriate staff/child ratios at all times
- Provide high handles on all doors
- Closely monitor children in and out of the unit - children do not leave the unit without adult supervision.
- Closely monitor children on outings and trips and adhere to risky assessment guidelines.
- Ensure that visitors to the Nursery are supervised at all times and have signed in at the entrance to the unit.
- Complete regular signing in sheet checks.

In the unlikely event of a child going missing on the premises, the following procedure will followed:

- Staff members will immediately undertake a thorough search of the unit and the immediate vicinity.
- The register is to be checked to make sure no other child has gone astray, and to check that the child has not been collected.
- The EYFS leader and Head Teacher will be notified and support called to help with the search
- Doors and gates to be checked to see if there has been a breach of security whereby a child could wander out
- If, following a thorough search of the nursery and the immediate vicinity, the child cannot be found the police will be called and the child's parents will be notified without delay.

In the unlikely event of a child being lost while on a trip or outing the following procedures will be followed:

This describes what to do when staff have taken a small group of children on an outing, leaving the EYFS leader. If the EYFS leader has accompanied children on the outing the procedures are adjusted accordingly.

1. As soon as it noticed that a child is missing staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
2. One staff member to immediately undertake a thorough search of the immediate vicinity
3. Phone 999 (give your name, location, name and description of the child/ staff, name of the nursery, and any other relevant information e.g. condition of patient)
4. Fit person to phone the EYFS leader, and inform (shop, library, and museum staff) or any one that works at the venue you are attending at the time.
5. EYFS leader or next fit person to go the venue.
6. EYFS leader to contact parent/ child protection officer/ health and safety officer and keep you informed of what is happening
7. EYFS leader to contact Head Teacher, to keep them informed of what is happening.
8. Staff to return other children safely to the nursery when other fit person arrives.
9. 'Fit persons' to wait for police/ ambulance. Incase of an injured other members of staff will be asked to go to the group to help retrieve them
10.Staff must do a written record of events.
11.Notify Ofsted of the incident

The investigation

- Staff keep calm and do not let the other children become anxious or worried
- The EYFS leader/Head Teacher to speak with the parents
- The SLT carry out full investigation taking written statements from all staff who were on the outing
- The 'Fit Person' writes an incident report detailing:

- The date and time of the report
- What staff/children were in the group/outing and the name of the

staff member responsible for the missing child
- When the child was last seen in the group/outing
- What has taken place in the group or outing since the child went missing
- The time it is estimated that the child went missing
- A conclusion is drawn as to how the breach of security happened
- The insurance provider informed

Managing people
- Missing child incidents are very worrying for all concerned. Part of managing the incidents is to try to keep everyone as calm as possible.
- The staff will feel worried about the child; especially the member of staff who was responsible for the child whilst on the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases. EYFS leader should ensure that the staff feel supported while they are feeling vulnerable
- The parents will feel angry and fraught. They may want to blame staff and single out one member over others; they may direct anger at the EYFS leader. When dealing with a distraught and angry parent there should always be two members of staff. No matter how much understandable the parent's anger may be, aggression or threats against staff are not tolerated and security should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for the children need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them
- Staff must not discuss any missing child incident without the press without taking advice from the marketing team.

Adopted by Pensans Governors on: _____

Representative of Pensans Governors Signature:

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