



Missing Child Policy



This policy should be read in conjunction with the setting's Child Safeguarding Policy and Risk Assessment.

The nursery provides a safe and secure environment; however, in the unlikely event of a child is discovered to be missing, the following procedures will be implemented immediately:

If a child become missing from within the nursery setting:

1. The manager must be informed immediately, who will check the daily register to confirm that the child was definitely in attendance and signed in that day. The time should be noted by the manager.
2. The manager will designate a member of staff to carry out a thorough search of the nursery including the gardens and surrounding areas. All staff will be informed of the situation. This may require redeployment of staff to allow more people to assist in the search. All other children at the nursery must remain adequately supervised throughout, adhering to Ofsted adult to child ratios at all times.
3. Meanwhile the manager will clarify amongst staff the last sighting of the child and gain necessary details which may be needed to pass onto the Police, for example, a photograph, a description of the child's appearance, what they were wearing and their state of mind.
3. Any staff searching outside the boundary of the nursery premises should inform the manager of their intended route/location and remain in contact through the use of mobile phones if possible.
4. If the child is located, they should be checked for any injuries.
5. If the child remains unaccounted for the manager will contact the Police by dialing 999. The manager will have to hand all details relating to the child, for example:
 - Address and phone number of the setting.
 - The next of kin details for the child.
 - A detailed description of the child, including age, sex, working down from head to toe including as much clothing description as possible.
 - The circumstances of the incident, including anything that may have triggered the disappearance, how long they have been missing, where they were last seen and whether there was an argument or if the child was upset in any way.

- Who is looking for the child, where they are, do they have a mobile phone with them and what is the number?
6. Immediately after contacting the Police, the manager shall contact the child's parents/carers. During the period that these phone calls are made, available staff will continue to search for the child, whilst other staff maintain as normal a routine as possible for the other children attending the setting. If contact cannot be made immediately with the child's parents/carers, continued attempts must be made to establish contact. This function may be delegated to a deputy manager or room leader if necessary. Continued calling must take place until contact is established. On establishing contact with the parents/carers, the manager should ask for any information that might be relevant, such as local places of interest or the route that they normally travel home. If any such information is given, this will be passed onto any staff searching outside the premises.
 7. The manager will follow any instructions given by the Police and remain on the premises to assist them should they arrive.
 8. The manager will keep an account of the incident so far, detailing times contact is made with Police and parents/carers as accurately as possible. A written account of the incident and any witness reports will need to be produced shortly after the event, it should detail all staff that were present at the time and the events that occurred.
 9. Once the child is found, the parents must be informed immediately, followed by the Police and all staff.
 10. The owner, in conjunction with the managers will review the written risk assessment for the premises and immediately take precautions to ensure that it does not happen again.
 11. A meeting will be held with all staff to go through the events and review what could have been done better, and this policy amended appropriately.

If a child become lost during an outing:

1. All children should be gathered together and a headcount performed.
2. Staff will be asked for all relevant information and details of last sighting and clothes they were wearing, state of mind etc.
3. Staff will be dispatched to carry out a search of the area. At the same time, official staff from the venue will be informed of the situation.

4. The member of staff in charge of the outing will contact the nursery. The member of staff in charge at the nursery will then contact the Police and parents/carers.
5. Police advice will then be followed, whilst searching continues.
6. As soon as is practicably possible, the remaining children will be returned to the nursery, leaving available staff members to continue searching.
7. The child's parents/carers will be updated regularly.

The security breach must be notified to Ofsted (must be informed of all incidents of lost children) by telephoning 0300 123 4666 and a written report of the incident must be produced for Ofsted. Medway Council First Response Team.

Any press enquires will be dealt with solely by the Company Director.

Contact Details:

Medway Council First Response Team
(Incl. Child Protection and Safeguarding Team)
Gun Wharf
Dock Road
Chatham
ME4 4TR
01634 334466
03000 419191 (Emergencies outside of office hours)
triage@medway.gov.uk

Applications, Regulatory and Contact (ARC) Team
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

0300 123 4666
www.ofsted.gov.uk