

## **Lost or Missing Child**

This would be extremely rare but complacency is a hazard we must avoid at all costs. The welfare of the children in our care is paramount. Children may go missing and EVERY member of staff has equal responsibility in ensuring the safety of the children and knowing where they are.

### **Systems in place to minimise the risk of children going missing**

Appropriate steps are taken to ensure that the premises and surrounding site is secure.

- Padlock On Front Gate
- Password On Collection
- Staff are required to register the child's arrival and departure.

It is the responsibility of every member of staff to be aware of how many children are present and a quick head count takes place at intervals during each session. Room registers are always completed when a child is dropped off and collected from the nursery premises.

Key persons of new children always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go. Parents / carers are advised of our security procedures and will be given opportunity to discuss any concerns, particularly if their child has an adventurous nature.

Parents / carers are made aware of the need of supervision of children at all times especially of their responsibility to ensure their child's arrival and departure is noted by a member of staff.

Before any children go outdoors the main gate is locked. This is then not unlocked until the children are all accounted for indoors. Children are always counted before going out to play and again when they are lining up to come back indoors, a member of staff is always positioned by the gate during outdoor play times. A member of staff will always be at the end of the line when coming back into nursery to ensure no children are left outside. Registers are also checked.

Every care is taken to ensure our children are accounted for at all times. However, in the unlikely event that it is suspected that a child has gone missing the following procedure will be followed:

- The Manager / Deputy will take an immediate register for all children.
- If it is discovered that a child is unaccounted for then a full search of the nursery building and its immediate surroundings will take place.
- On no account will any other children be left unsupervised at any time.
- If after a thorough search it proves unsuccessful in establishing the whereabouts of the child, the emergency services and the parent / carer will be contacted.
- On the arrival of the emergency services and the child's parent / carer the Nursery Manager / Deputy will be responsible for informing them of all information in respect to the missing child and what action has been taken.
- Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again. All nursery risk assessments will be updated.

**This policy was revised & updated on the 15th August 2022  
Eversley Nursery School**