

Missing Children Procedure

Our Nursery School has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transition points between sessions (in addition to the registration procedures set out in the Arrival and Departures policy). If for any reason a member of staff cannot account for a child's whereabouts during a Nursery session, the following procedure will be activated:

- The Headteacher and the rest of the staff team must be informed that the child is missing.
- A thorough search of the entire premises will commence.
- The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Headteacher will nominate as many members of staff as possible to search the area surrounding the premises.
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the Nursery/Centre.
- If after 15 minutes of thorough searching the child is still missing, the Headteacher will inform the police and then the child's parent/carer.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the school.
- The Headteacher will be responsible for meeting the police and the missing child's parent/carer. The Headteacher will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.

Once the incident is resolved, the Headteacher and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of school's Site Security and Risk Assessment policies).

All incidents of children going missing from the Nursery School will be recorded on a Incident Record Sheet, and in cases where either the police or social care have been informed, Ofsted will also be informed, as soon as is practicable.

Police Tel. 999

Policy review: Apr 2019

Uncollected Children

Our Nursery School has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

At the end of every session, the Nursery will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Headteacher will be informed.
- The Headteacher will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them activities and as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made the manager will call local Social Care for advice after 30 minutes of the club closing.
- The Nursery will act on the advice of Social Care.
- Unless absolutely necessary the child will not be taken to the home of a member of staff, or away from the Nursery premises, in the course of waiting for them to be collected at the end of a session.
- The child will remain in the care of the Nursery staff members until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Social Care.
- In the event of Social Care being called and responsibility for the child being passed to a child protection agency, the Headteacher will attempt to leave a further telephone message with the parent/carers or designated adults' answer phone. Furthermore, a note will be left on the door of the Nursery School's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local Social Care Department. A note may be left at the family home.
- Incidents of late collection will be recorded by the Headteacher and discussed with parents/carers at the earliest opportunity.

Social Care : MASH **0345 045 1362**