

SUNNY SKIES NURSERY
OUR POLICY SHOULD A CHILD GO MISSING (POL19) rev 08/15[v.2]

The safety of the children in the Nursery's care is paramount at all times, however, in the event that a child is lost, the following procedure will be implemented:

- A senior member of staff or lead person will be notified immediately
- The senior member of staff will gather all relevant information and coordinate the procedure
- Staff will search all areas for an agreed length of time, [Nursery premises– 10 minutes,] whilst the other children are adequately supervised, reassured and occupied.
- The member of staff coordinating will telephone all other services on the site to assist in the search
- If the child is not found after the agreed length of time and, taking into consideration the circumstances and surroundings, the child's parents/carers and the police will be informed
- The search for the child will continue until the emergency services arrive and take charge of the situation

SHOULD A CHILD GO MISSING ON AN OUTING (POL20) rev 08/15 [v.3]

Adult : Child ratios on outings are adjusted to take into account the extra risks, but in the event of a child going missing on an outing, the following procedure will be implemented:

- The lead person should be told immediately
- The lead person will gather all relevant information and coordinate the procedure, immediately informing the venue officials
- All other adults and children will gather and remain at a meeting point and ensure that all of the other children are adequately supervised, reassured and occupied
- Available staff and adults will search for the agreed length of time determined according to the individual venue and environment and included as part of the risk assessment for the outing, maintaining telephone contact.
- If the child is not found after the agreed length of time, the child's parents/carers and the police will be informed
- The search for the child will continue until the emergency services arrive and take charge of the situation

In either case, when the situation is resolved, the incident will be reviewed by the Head Teacher, Nursery Manager and the staff. A full investigation will be made. Every effort will be made to offer full support to any members of staff, parents or children affected by the incident.

Ofsted will be informed, an Action Plan will be drawn up where procedures and risk assessments will be reviewed, revised and updated as necessary to ensure such an incident does not recur.