

**The**

**Lloyd Williamson**

**Schools**

**Nursery  
Missing Child  
Policy**

**2015-2016**

## **MISSING CHILD POLICY**

In the event of a child becoming lost, while in the care of the nursery, the nursery will immediately put into place the procedures detailed below. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

We will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other children at the nursery while procedures are followed.

### **Procedures**

If a child goes missing from the nursery, the person in charge will carry out a thorough search of all the rooms in the building, outside perimeter and outside spaces. The remaining children will be gathered into one large group, e.g. for a story, while the remaining staff search for the missing child. The register will be checked to make sure no other child has also gone astray. The children will be sensitively asked whether they have seen the child who is missing, as will all adults, so that it can be established who was last to see the missing child, when and where. Senior management will be notified immediately.

Doors and gates will be checked to see if there has been a breach of security whereby a child could exit the premises. If the child lives within walking distance of the setting, one adult should make the journey on foot in order to see if the child is walking towards home.

The person in charge will talk to staff to establish what happened. If the child is not found the parent or carer will be contacted (alarming them as little as possible) and the missing child is reported to the police.

### **Lost Child On Outing Procedure**

If a child goes missing from an outing, where parents are not attending and responsible for their own child, the nursery will ensure the following procedures are put into place:

As soon as it is noticed that a child is missing a headcount is taken to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.

The staff contact the police using the mobile phone and report the child as missing.

Senior Management should be informed, if they are not on the outing. Where possible, a member of the senior management team will make their way to the venue to aid the search and be the point of contact for the police as well as support staff.

The proprietor of the nursery contacts the child's parent or carer (alarming them as little as possible) who makes their way to the venue as agreed with the person in charge.

In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

When The Child Is Found two members of staff will care for and talk with the child, bearing in mind that he/she may have been afraid and distressed and may now be in need of comfort.

**After The Incident**

A full report will be written up and Ofsted will be informed of the incident.

**Updated July 2015**

**Lucy Meyer**  
***Proprietor and Co-Principal***

**Aaron Williams**  
***Co-Principal***