

## **Moat Barn Nursery**

### **Missing child policy**

#### **Statement of intent**

Moat Barn Nursery has the highest regard for the safety of the children in our care.

#### **Aim**

Staff will always be extremely aware of the potential for children to go missing during sessions and will follow all relevant procedures to ensure the risks are minimised.

#### **Methods**

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts. If for any reason a member of staff cannot account for a child's whereabouts during a session, the following procedure will be activated:

- The member of staff in question will inform both the Manager and the rest of the staff team that the child is missing and a thorough search of the entire premises and outdoor area 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 Manager will call the register to ensure that all other children are present.
- If after a thorough search the child is still missing, the Manager will inform the child's parent/carer.
- While waiting for the parent/carer to arrive, the police will be contacted and 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 pre-school.
- The Manager will be responsible for meeting the police and the missing child's parent/carer. The Manager 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 Manager and the staff team will review relevant policies and procedures and implement any necessary changes.
- All incidents of children going missing from the setting will be recorded in the Incident Record Book, and in cases where either the police or social services have been informed, Ofsted will also be informed, as soon as is practicable.

This policy was adopted at a meeting of Manager & Assistant Moat Barn

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Manager

Nursery

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Held on

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc.)

Review Date

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Manager

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As Required

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