



Missing Child Policy

Reviewed date: January 2024

At Bidborough Village Nursery School, the welfare and safety of all our children are of paramount importance. Every staff member recognizes their critical role in ensuring the safety of children at all times. We adhere to statutory staffing ratios or higher, ensuring constant supervision of children. Our team is vigilant about securing exits and entrances and understands the risks of children going missing.

Despite rigorous precautions, emergencies can arise. Staff will conduct periodic head counts to account for every child. If a child's whereabouts are unaccounted for, the following procedures will be enacted:

Actions for In-School Incidents

1. Initial Steps:

- Staff will ask all adults and children if they have seen the missing child recently.
- The Manager and the owner are notified immediately.
- Staff will conduct a thorough search of the premises, checking all possible hiding spots, while ensuring the safety of other children.

2. If the Child is Not Found:

- The Police are notified without delay.
- The child's parents/carers are informed and involved in subsequent steps.
- Searches continue until the Police and the child's parent/carer arrive. The routine for other children is maintained as normally as possible.

3. Upon Arrival of Police and Parent/Carer:

- A designated staff member will meet the authorities and the child's parents/carers.
- The Manager will coordinate with the Police and support the child's parents/carers.

4. Post-Incident Review:

- After resolution, the staff will review and update relevant policies and procedures.
- An incident report is recorded in the Incident Record Book.
- Ofsted and, if necessary, the Local Children Safeguarding Board are notified.

- Parents are informed if their child was temporarily missing.

Actions for Missing Child on Outings

1. Immediate Response:

- Conduct a headcount to ensure the safety of the remaining children.
- Search the immediate area and contact the venue manager for assistance.

2. Communication and Further Actions:

- The Party Leader evaluates the situation, deciding on staying or returning to the nursery.
- The Owner and the child's parents are informed. Parents are asked to proceed to the venue or nursery.
- The Police, Local Children Safeguarding Board, Ofsted, and Insurers are notified as appropriate.

3. Documentation and Review:

- A detailed incident report is compiled.
- Procedures are reviewed and adjusted based on the incident's insights.

This policy ensures a structured and swift response to the distressing scenario of a missing child, prioritising their safety and the peace of mind of their families. Staff training will regularly include updates on these procedures to ensure readiness and compliance with safety standards.