

# LOST/MISSING CHILDREN POLICY

## INTRODUCTION

Daisies Montessori Nursery School has the highest regard for the safety of the children. Staff will always be extremely aware of the potential for children to go missing during a session. At vulnerable times of the day, such as arrival and departure times, staff ratios and staff responsibilities are clear and we maintain an overview of headcounts at all times. The responsibility for the child moves from the setting to the parent or from the parent to the setting at the nursery door. We encourage parents to observe security procedures so that they close the gate/door behind them. The gate is secured with a padlock when children are in the nursery garden. If we see anyone on the premises that we do not know, we challenge them. Visitors follow sign in procedures. We have clear procedures in place for the collection of children and never let a child go with an unauthorised person. Even when all precautions are properly observed, emergencies can still arise. If for any reason a member of staff cannot account for a child's whereabouts during a session the following procedures will be activated.

## PROCEDURES

- The manager and the rest of the staff must be informed that a child has gone missing.
- A thorough search of the entire premises will commence.
- The staff will be careful not to create an atmosphere of panic and ensure the other children remain safe and supervised.
- The manager will nominate as many members of staff as possible to search the area surrounding the premises.
- All staff will stay extra vigilant to any potentially suspicious behaviour or persons in and around Daisies Montessori Nursery School.
- If after 10 minutes of thorough searching the child is still missing, the manager 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 remain composed and maintain the normal routine for the rest of the children.
- 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 what they can to comfort and reassure the parent/carer.

Once the incident is resolved, the manager and staff will review relevant policies and procedures and implement any necessary changes, paying particular attention to risk assessments. All incidents of children going missing will be recorded on an incident record sheet, and in cases where either the police or social care have been informed, Ofsted will also be informed as soon as practicable.