

Missing Child Policy

We take our responsibility towards creating a safe environment very seriously and have security checks/procedures and risk assessments in place to help minimise the possibility of a child going missing in the nursery or during outings. Safety measures include good ratios, use of equipment, carrying a phone for speedy contacts. Only children with parental permission may leave the premises.

All children are the responsibility of their parents until they have been signed into the nursery and handed to a member of staff. They will be recorded on the register and properly cared for throughout the day. Leaving children in the hallway, or to wander around unattended, by failing to speak with staff is unacceptable and an unsafe practice.

Once a parent has arrived to collect a child, supervising their child becomes their responsibility and children should not be free to run around as this is distracting and can cause accidents. It also makes it hard for staff to supervise the remaining children. Parents must sign their child out before leaving the premises. When leaving, parents should check that the front door closes so that none of the children can follow them out as there are occasions when children are 'independently' going to their pegs. Our main gate opens and closes slowly, so please be aware of any children near the gate and report problems with the gate to us should they occur. If you are aware of any suspicious characters near the gate please inform staff.

If a child goes missing on nursery premises the following procedure will apply:

- Staff will search the area in which the child was last seen, checking any alcoves or adjoining areas, behind furniture, under tables etc.
- If the child is not found, the rest of the nursery will be searched: playrooms, office, kitchen, bathrooms and upstairs must be checked quickly and thoroughly, moving on to outdoor areas and pram shed.
- If a child goes missing from the front playground or is not found, a member of staff will look around immediately outside the gates and check both sides of the road in case the child has followed another parent/visitor off the premises.
- If, after every effort has been made, the child is still missing, the Person-in-Charge will ring the police and inform the parent.

All children must be signed out when going on outings. Staff must be well in ratio and have a mobile phone with them. If a child goes missing whilst off the nursery premises the following procedure will be followed:

- One or more members of staff will remain with the other children in a safe area. The immediate area will be searched and if necessary a staff member will seek help from an appropriate person; security guard, resident staff.
- If the child is not located quickly, the police and nursery will be informed.
- Management will contact the parents.
- Staff and children will return to the nursery as soon as is practical