

1. Immediate action must be taken when a member of staff identifies a child is not where he or she is expected to be. The register will be checked immediately to see if the child has been signed out.

2. If the child has been signed out in the register:

*Identify which member of staff witnessed the child being collected and check that the collection was by an approved adult.

***Procedure for children leaving the nursery early:** Staff giving feedback to parent/carers must sign the child out in the register with the time.

3. If the child has not been signed out in the register:

*Check whether any member of staff witnessed the child being collected and that the collection was by an approved adult.

*Check message book to see if early collection was arranged.

*If collection of the child was not witnessed by a member of staff and there is no record of an early collection being arranged in the message book, the whole nursery and outdoor areas should be thoroughly searched (including areas not normally used by children) by at least one member of staff (and where possible, two staff).

4. If the child is not found during the search then the following actions must be taken within 10 minutes:

1) Phone the police on 999.

2) Phone the parents/carers.

3) As soon as possible, send at least one adult out to look in the street/immediate locality.

4) Ofsted will be notified on 0300 123 1231 and kept informed of the incident details.

If a child goes missing on an outing (small group)

1. The entire group will be brought together, and a quick register taken.

2. Ensure the safety of the rest of the children and then send at least one adult to look in the immediate locality, keeping in contact with the group via the nursery mobile phone.

3. If the child isn't found the senior member of staff should:

1) Phone the police on 999.

2) Phone ACE Day Nursery Day and follow instructions from the management.

If a child goes missing on an outing (whole nursery)

1. The entire group will be brought together and a quick register taken.
2. Ensure the safety of the rest of the children and then send at least one adult to look in the immediate locality, keeping in contact with the group.
3. If the child isn't found the senior member of staff should:
 - 1) Phone the police on 999.
 - 2) Phone the parents/carers.
 - 3) Ofsted will be notified on 0300 123 1231 and kept informed of the incident details.
 - 4) The children and staff shall return to the setting once the police have arrived on the scene and taken over the search.

Policy Adopted: Summer Term 2019

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Signed: *Sarah Piotrowski*

Position: Manager

Signed: *Hanna Ochalik-Baca*

Position: Designated Health and Safety Officer