



## Missing Child Policy

1. Immediate action must be taken when a member of staff identifies that a child is not where he or she is expected to be. The staff member should immediately check the register to see if the child has been signed out.
2. If the child has been signed out in the register
  - i) 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 building early: a) written on daily sheet b) when child has been collected time of leaving is written in register
3. If the child has not been signed out in the register:
  - i) Check whether any member of staff witnessed the child being collected and that the collection was by an approved adult
  - ii) Check daily sheet to see if early collection was arranged.
  - iii) If collection of the child was not witnessed by a member of staff and there is no record of an early collection being arranged on the daily sheet, the whole building 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:**
  - i) Phone the police on 999 and follow their instructions
  - ii) Phone the parent.
  - iii) As soon as possible, send at least one adult out to look in the street/immediate locality.
  - iv) Ofsted will be notified on 0300 123 1231 and kept informed of the incident details

### **If a child goes missing on an outing**

1. On group outings the whole group usually stays together, and the following steps are taken to avoid a child going missing (ie, parents accompany to make ratio of children to adults lower, usually 1:2 or 1:3) However, should a child go missing 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 mobile phone.
3. If the child isn't found within 10 minutes the senior member of staff should follow point 4(i) and (ii) and (iv) above, and if it is a small group outing, the Nursery should also be notified at this point. The Nursery shall then assist with bringing the other children back to the setting once the police have arrived on the scene and taken over the search.

**Policy Adopted:** Autumn term 2017  
**Signed:** Lisa Tuohy

**Review Date:** Autumn term 2018  
**Position:** Headteacher