

## Missing child policy

### Policy statement

Children's safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made through exit/entrance procedure in conjunction with health and safety policy at all times.

### Child going missing on the premises

- If a child goes missing from the setting the person in charge will carry out a thorough search of the building and grounds.
- The register is checked to see if any other child is missing
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander off
- The person in charge talks to staff to establish what happened
- If a child is not found the parents are contacted and the missing child reported to the police.
- A full investigation will be done and an incident report completed.

### Missing child outside of the nursery

Should a child go missing whilst on an outing, the following procedure should be followed:-

- Manager should be informed immediately
- The remaining children are contained and the person in charge should search the immediate environment.
- If the child is not located the person in charge will contact security (if applicable) giving a full description of the child.
- If the child is still not found the person in charge will contact parents and police
- All staff and children will return to the setting to ensure their safety, a full report will be given to management on their return
- The person in charge will remain at the location to help police with their enquiries. A member of management will head out to the location.
- A full investigation will be done and an incident report completed.

| This policy was adopted on | Signed on behalf of the nursery | Date for review                                         |
|----------------------------|---------------------------------|---------------------------------------------------------|
| 27/01/23                   | Denise Bowes                    | <b>27/01/24</b><br><b>25/04/25</b><br><b>28/08/2026</b> |