

# Egerton Nursery & out of School Club

## Missing Child Policy



Egerton Nursery and Out of School Club

EYFS: 3.62, 3.65, 3.73

### Document History

<b>Author</b>	Kerry Hurst
<b>Role</b>	Manager
<b>Approved by</b>	Board of Director Trustees
<b>Approval date</b>	17/01/2022
<b>Review period</b>	1 year
<b>Review date</b>	16/01/2023

### Version History

Version	Date	Changes
2	03/11/2020	No major change to policy document.
3	16/01/2022	No Changes

### List of Abbreviations Used

R.O	Responsible Officer
OFSTED	Office for Standards in Education

## Lost Child Procedure from Nursery

**At Egerton Nursery and Out of School Club** we are a childcare setting, a child can potentially go missing from within the setting or during an outing.

We have a duty of care and committed to ensuring all children are accounted for in each session.

Measures should be taken to minimise the risk of a child going missing to include regular head counts of the total numbers of children and a register check randomly throughout the day.

In addition, any child missing at the end of the school day (3.30pm) would be collected from a classroom and checked in on our register.

If any child is uncollected or does not arrive for club session, we check with class teacher for the whereabouts of the child/ren in question.

We then check with the office and if the child absence cannot be accounted for, we then contact parents/carers from the child's contract information kept on file in setting.

If the parent/carer can account for the whereabouts of the child, we then log this on our reportable incidents.

If for any reason the parents/carers or any other person cannot account for the missing child, we would then contact the emergency services.

This is also a reportable incident which is logged on our reportable incident form.

Ensure that registers are checked when children play outside or leave the building. Check that the gates are locked before allowing the children to play outside.

Staff members should observe children at play at all times.

If children arrive or leave whilst playing outside, the register must be updated.

When re-entering the building the head count should correspond exactly to the daily register.

**At Egerton Nursery and Out of School Club** we are committed to promoting children's safety and welfare. In the unlikely event of a child going missing within/from the setting, we have the following procedure:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The nursery manager will be informed immediately, and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the nursery, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children so they remain supervised, calm and supported throughout

- Contact will be made with the school to see if the child is there or if there is any information or intelligence on the child's whereabouts
- The manager will call the police as soon as they believe the child is missing and follow police guidance.

The parents of the missing child will also be contacted

- A second search of the area will be carried out
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery
- The manager will meet the police and parents
- The manager will then await instructions from the police
- In the unlikely event that the child is not found the setting will follow the local authority and police procedure
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- All communications will be recorded on the Amendment sheet & daily register and must be signed by the Manager/R.O
- Ofsted must be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments/lessons learned exercise will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced
- Any such incidents will also be reported as reportable incidents and reported at Directors meetings.

## Lost Child Procedure from Outings

At **Egerton Nursery and Out of School Club** we are committed to promoting children's safety and welfare. This includes where children are on outings and visits.

We carry out regular head counts of children throughout any outing or visit.

In the unlikely event of a child going missing whilst on an outing we have the following procedure which we implement immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The organiser will be informed immediately, and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout
- If appropriate, on-site security will also be informed and a description given
- The designated person in charge will immediately inform the police
- The designated person in charge will then inform the nursery who will contact the child's parents giving details of what has happened.

If the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge

- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children
- It will be the designated person in charge or the manager's responsibility to ensure that there are adequate staff to care for the children and get them back safe, a member of staff to meet the police and someone to continue the search (this may mean contacting relief staff)
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure
- Ofsted must be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience.

Management will provide this or seek further support where necessary

- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments/lessons learned exercise will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

*At Egerton Nursery and Out of School Club we will continue to review the arrangements in place for continual improvement*

*Proactively (i.e. when we feel something has changed and the policy needs to reflect the change)*

*Reactively (i.e. when an incident with the potential to result in a missing child occurs or when a child actually goes missing)*

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>3<sup>rd</sup> November 2020</i>		<i>January 2023</i>