

The Acorns Day Nursery

Missing Child Policy

The Safeguarding and Welfare Requirements State that;

3.72 Providers must make available the procedure to be followed in the event of a child going missing at, or away from the setting.

The Acorns Day Nursery is committed to ensuring the safety of all children at all times. Their safety is of paramount importance. The following procedure is in place to ensure the safety of all children.

In the event of a child going missing from the nursery the following action will take place;

- The manager must be informed and enquiries made to staff members as to when and where the child was last seen.
- The safety of the other children must always be remembered with regard to supervision, safety and security.
- One, or if available two staff members must search the building, grounds and immediate vicinity using a mobile phone to keep in contact with the nursery.
- Contact will be made with the Junior School, Infant School and Squirrels Pre-school to inform them, enquire as to whether they have seen the child and see if they have a staff member who is able to search their immediate vicinity.
- If the child cannot be found within **10 minutes** then the **police** and **parents/carers** must be informed.
- The nominated person for the nursery will be informed.
- Continue to search for the child, widening the search area and keeping in touch using mobile phones if possible.
- Once the child has been found and the situation resolved the manager will carry out an investigation to find out how the incident occurred.
- Following the investigation measures will be put in place accordingly to ensure this does not happen again.
- The incident will be documented
- The parents/carers will be informed of the incident.
- Ofsted will be informed of the incident and its outcome in writing.

When contacting the police, they will require the following information;

- The address of the setting
- A detailed description of the child, including; age, sex and information on their clothing.
- The circumstances of the incident, including; how long they have been missing and where they were last seen.
- If the child is currently being looked for, by who and a mobile contact number for that person.
- Whether the parents have been informed and their next of kin.

August 2016