

## Missing Child Policy

Sunny Socks Nursery School takes the safety of children very seriously and will take every precaution necessary to ensure that the children in their care do not leave a session unaccompanied.

### Procedures:

If, in the event of a member of staff not being able to account for a child's whereabouts, the following action will be taken:

- The Nursery Manager will be informed immediately
- A systematic search will take place. The setting is responsible for the missing child and all the other children in the setting. We will gather the remaining children into one large group, with one/two adults, leaving the remaining adults to search.
- The senior member of staff will try to build up a picture of where the child was last seen, what they were doing and identify any places that the child may have gone.
- We will ask the children, without alarming them, if they have seen the child that is missing and ensure all adults are aware of the situation, establish who last saw the missing child, where and when.
- Check all rooms in the building and the immediate outside area.
- Inform the Child's parents. The child may be trying to make their way home. Once the parents are informed, they will need advice and support.
- If the above steps do not locate the child, the police will be called. They have the resources to conduct a search as speed is important.
- If the police are called, then the Multi Agency Safeguarding Hub and Ofsted will be informed. Providing the following information: a) What happened? b) What systems are in place for preventing such occurrences? c) What we did, at what time and in what order. d) Who we informed and when. We will cooperate fully in any investigation.
- We will start to build a record as soon as is possible in the incident log, this will include: The last definite sighting of the child. Any unusual behaviour of the missing child or other children. How many children were on the premises? How many adults were on the premises and who? What steps have been taken and when, by whom.
- We will be clear about the circumstances surrounding the incident and will respond sympathetically to questions without implications or admission of responsibility. We will explain that a full investigation is in hand and that Ofsted has been informed.
- We recognise that other parents will need to be given brief, accurate information as rapidly as possible.

- When the child is found we recognise that during the time a child is missing, however briefly, all involved, parents and others suffer great fear, guilt and distress. It is not always easy to control all these emotions when the child is found. We will accept that it is important to remember:
  - That the child also might have been afraid and distressed and might now be in need of comfort.
  - Remain calm, reassure the child and acknowledge it is not the child's fault.
  - Ensure the child is not hurt.
  - That the incident provides a good opportunity to talk to all the children to ensure that they understand that they must not leave the premises, and why.
- After the Incident we will review our current procedure, evaluate our processes and make necessary adjustments to ensure future effectiveness.