



SOMERVILLE FEDERATION

Missing Child Policy

**TO BE REVIEWED ANNUALLY BY THE GOVERNING
BODY**

Premises and Security

The provider must take necessary steps to safeguard and promote the welfare of children – EYFS legal requirements

Missing Child Policy

Aim of the policy:

To ensure, in the event of a child going missing from Somerville Nursery School the correct procedure is in place and that the requirements for doing so are known, understood and implemented by the staff and parents/carers

Procedures

- We will regularly check during the day that the numbers of children registered are present against the room register. It is essential that the registration procedures are followed at all times to allow staff to know the number of children in their care.
- Before children access the outdoor environment, a staff member will secure the area by ensuring the gates are closed and locked. Then the children can be counted out against the room register.
- When children are accessing the outdoor environment it is essential that staff do not move out of ratio. The nursery door to the outside area is to be kept closed to ensure all children's whereabouts is monitored. Staff will count children in and out against the daily register.
- Upon the children's return to the designated room the senior staff member is to count the children against the room register. The remaining staff member is to conduct a sweep of the outside area to ensure all children are present. The room supervisor is responsible for the procedure to be carried out accordingly, as well as the checking children in against the room register.
- If a child is missing, we will gather all the children together in a safe and caring way, to minimise any distress. Somerville Nursery School staff will search the classroom and outdoor areas accessed, including any storage areas, toilets, outside play areas, etc.
- If the child is still missing, the search will be widened to the whole school site. All available staff will be asked to take part in the search in the school and in the wider area outside. It is essential that the people searching for the child know him/her and are known to the child.
- Having identified that the child is not on the school site or within the immediate area, the parents and the police will be informed. The nominated person for the Local Authority will be informed immediately.
- The search will continue under the direction of the police who attend the incident.

- *If any national or local paper makes contact with reference to the incident we would refer them to the Press Office within the Local Authority.*
- Following any incident, we would inform Ofsted of the circumstances and the outcome. We will assess our practice, taking advice from the police, the local authority health and safety officer and identify how the incident happened and how we can minimise the opportunity of such an incident happening again.
- We would offer support and counselling for the family and the staff, seeking advice from the relevant professionals.