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## **Lost or Missing Child Policy**

### **Internal Missing Child**

Should a child go missing from the nursery, the Manager and all available staff must carry out an immediate search of the building and garden. The register should be checked to ensure that no other child has also gone missing, and the doors, gates and available CCTV must be checked to see if there has been a breach of security.

The Manager must talk to the staff to establish what happened.

If the child is not found, the parents must be contacted and the missing child reported to the police.

Available staff should still continue to search while awaiting the arrival of the police.

### **External Missing Child**

Should a child go missing while on an outing, a head count must be carried out to ensure that no other child has gone astray. One staff member must carry out a search in the immediate vicinity.

The Manager should be informed and if s/he is not on the outing, the Manager should make his/her way to the venue to be of assistance, unless it is considered that this would be to the detriment of the missing child or other children in the nurseries care.

The parents and the police should be contacted and informed.

Staff should follow the advice of the police.

One member of staff (usually the Manager or a member of the management team) should remain at the site while the rest of the staff should take remaining children back to the nursery.

### **Following Action**

A full investigation must be carried out by the Manager (unless advised otherwise by regulatory bodies)

Staff must cooperate fully with any police or social service investigation

The incident must be reported to OFSTED

The incident is RIDDOR reportable