



Lost or Missing Child Policy

This policy will be reviewed on an annual basis

In the event of a child going missing the following procedures must be followed.

From the Nursery

The Nursery will ensure a responsible person can help undertake a thorough search of the nursery and the immediate vicinity.

The manager will be notified, and help with the search

The premises, including the entire Nursery, garden, and all surrounding areas will be searched, together with as many volunteers as possible.

The registers are checked to make sure no other child is missing and to check the child has not been collected

Doors and gates to be checked to see if there has been a breach of security whereby a child could wander out

If, following a thorough search of the nursery and the immediate vicinity, the child cannot be found the police will be called and the child's parents will be notified without delay.

On an outing

As soon as it is noticed that a child is missing staff on the outing ask children to stand with their designated person and carry out a headcount to ensure no other child is unaccounted for

One staff member to immediately undertake a thorough search of the immediate vicinity

Phone 999 (give your name, location, name and description of the child/staff, name of the nursery, and any other relevant information e.g., any medical conditions of child)

Phone the nursery manager (if not already present), and inform venue (shop, library etc.)

Manager or deputy to go to venue/location

Nursery manager to contact parents of what is happening

Staff to return other children safely to the nursery when manager arrives

Manager or responsible person to wait for police

Staff must do a written record of events

Notify Ofsted

OFSTED 0300 1231231

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Thursday 19th October 2023

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chair etc.)

Chair