

Missing Child Policy

At Aspiring Foundations children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the outings procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point. In the unlikely event of a child going missing, our missing child procedure is followed.

The safety of all children will be given our highest priority.

OBJECTIVES

1. To locate any missing child quickly.
2. To ensure that all children are kept safely on the school premises during school hours.
3. To ensure that children who leave nursery during the session only do so with an appropriate adult (over 16 years of age) whom the child's key person knows to have parental responsibility / permission from the parent / carer to collect the child
4. To ensure that the building, grounds and play areas are safe and secure during school hours.
5. To ensure that teachers and staff keep children under proper supervision at all times.
6. To ensure that if a child 'goes missing' during the school day, they are located quickly and returned safely to the school.

STRATEGIES

1. If a child cannot be found by their key person, the headteacher must be notified **immediately and told when and where the child was last seen**. Time is of the essence and prompt actions must be taken by all.
2. Reception / office staff must be notified to ensure no child leaves the building.
3. The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the nursery classrooms, play areas, storage areas, toilets, and the school grounds.
4. If the child is not found within a short period of time, the police must be called by the headteacher or staff member.
5. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the nursery.
6. If a child goes missing during an outing or school visit, the teacher in charge must ensure that the remaining children are safely cared for by the other staff and adults. An urgent but thorough search should be made of

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the immediate vicinity and if the child is not found quickly the police must be called and the headteacher notified.

7. As soon as possible, the parents will be notified that their child is missing.
8. The LA will be notified by the headteacher that a child is missing.
9. If a member of staff finds the child, the headteacher must be told at once. Parents, police and other authorities will be notified.
10. The headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.