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The following procedures are to be followed in the event of a child appearing to be missing from the nursery.

Registers

All children’s attendances must be recorded in the unit registers, stating time of arrival and time of departure from the nursery. Informal headcounts will take place throughout key times in the day.

* Check unit register to ensure a parent or carer has not collected the child.
* Management team to be informed immediately.
* Management team to speak to staff to establish what happened.
* Check doors and gates to see if there has been a breach of security whereby a child could have wandered out.
* A thorough search of the building and grounds is to be made by all available staff.
* Parent/carer to be contacted and the police to be informed by the manager on duty.
* The manager contacts the Local Authority Designated Officer (LADO)

**Child missing from an Outing**

If a child goes missing from an outing where parents are not attending or responsible for their own child, the setting ensures that there is a procedure followed.

* A 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 that no other child has gone astray.
* One staff searches the immediate vicinity but does not search beyond that.
* A member of the management team is informed if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
* The manager contacts the police using the mobile phone and reports the child as missing.
* Staff take the remaining children back to the setting.
* A member of the nursery management team contacts the child’s parent/carer who makes their way to the setting or outing venue as agreed with the manager.
* In an indoor venue, the staff contact the venue’s security who will handle the search and contact the police of the child is not found.
* The manager contacts the Local Authority Designated Officer (LADO)

If you have any concerns regarding this policy please discuss them with the manager.