

The
Lloyd Williamson
Schools

Nursery
**Missing Child/
Uncollected Child**
Policy

2021-2022

MISSING CHILD POLICY

In the event of a child becoming lost, while in the care of the nursery, the nursery will immediately put into place the procedures detailed below. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

We will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other children at the nursery while procedures are followed.

Procedures

If a child goes missing from the nursery, the person in charge will carry out a thorough search of all the rooms in the building, outside perimeter and outside spaces. The remaining children will be gathered into one large group, e.g. for a story, while the remaining staff search for the missing child. The register will be checked to make sure no other child has also gone astray. The children will be sensitively asked whether they have seen the child who is missing, as will all adults, so that it can be established who was last to see the missing child, when and where. Senior management will be notified immediately.

Doors and gates will be checked to see if there has been a breach of security whereby a child could exit the premises. If the child lives within walking distance of the setting, one adult should make the journey on foot in order to see if the child is walking towards home.

The person in charge will talk to staff to establish what happened. If the child is not found the parent or carer will be contacted (alarming them as little as possible) and the missing child is reported to the police.

Lost Child On Outing Procedure

If a child goes missing from an outing, where parents are not attending and responsible for their own child, the nursery will ensure the following procedures are put into place:

As soon as it is noticed that a child is missing a headcount is taken to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.

The staff contact the police using the mobile phone and report the child as missing.

Senior Management should be informed, if they are not on the outing. Where possible, a member of the senior management team will make their way to the venue to aid the search and be the point of contact for the police as well as support staff.

The proprietor of the nursery contacts the child's parent or carer (alarming them as little as possible) who makes their way to the venue as agreed with the person in charge.

In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

When The Child Is Found two members of staff will care for and talk with the child, bearing in mind that he/she may have been afraid and distressed and may now be in need of comfort.

After The Incident

A full report will be written up and Ofsted will be informed of the incident.

UNCOLLECTED CHILD PROCEDURE

1. Every effort must be taken by the EYFS Lead Practitioners to contact the parents/guardians/designated people as soon as possible.
2. If none of these people can be contacted, then the emergency person will be contacted to collect the child from school. At this stage, either the Nursery Manager or co-principal will be informed.
3. EYFS Lead Practitioner will wait 1hr after the official closing time (in this case waiting until 7pm) of the nursery before taking the next following steps.
4. If all attempts to contact a parent/legal guardian, designated person or emergency contact fail, then the registered people in charge (Lucy Meyer or Emmanuela Lima) should inform the local authority, duty social worker of the situation without delay (refer to Safeguarding Policy for details).
5. It will be up to the duty social worker to take charge of the situation and to decide what happens next and whether the police need to be involved in helping to trace the parent/guardian of the child.
6. If the parent/guardian or other designated person cannot be found, the duty social worker will arrange for the child to be placed temporarily with foster parents until the situation is resolved.

Updated August 2021

Lucy Meyer
Co-Principal

Aaron Williams
Co-Principal