**Missing child procedure**

Our premises are secure so children cannot leave without adult supervision and unauthorised persons cannot gain entry. We operate an intercom door entry system, therefore if you are not the child’s parent then you will not be authorised to come in, unless we have been informed prior (by the parent) that someone different is collecting the child. This person will need to give a password and sometimes identification as well.

Before the children are taken out on trips, risk assessments are carried out to minimise possible incidents. The children are taught about safety and what to do if they think they are lost. High visible vests are used if we think necessary, extra staff attend outings to make sure we always have an extra pair of hands.

The nursery’s mobile phone is taken on all outings as a safety precaution along with each parents’ contact details, a first aid kit, any medication needed and water/snacks.

In the unlikely event of a child becoming lost then the police and parents of the missing child will be called immediately. Arrangements would be put in place for the other children to be collected so all staff could fully help with the situation. OFSTED would also be informed.

**If a child going missing on our premises**

As soon as it is noticed that a child is missing the staff will alert management (Nursery Owner, Manager, Deputy Manager)

Management will check doors and gates to see if there has been a breach of security whereby a child could have wandered out. A quick immediate check will be carried out before

calling the police to report the child as missing. Parent/carers will then immediately be called. Management will continue to carry out a thorough search of the building, garden, surrounding areas.

The register will be checked to make sure no other child has also gone astray and head counts will be carried out.

Management will talk to the staff to find out when and where the child was last seen and record this down.

Management will work with the police in their investigations and follow directions given. Management will inform OFSTED of the situation.

**Writing an incident report**

The key person/staff member writes an incident report detailing:

* The date and time of the report.
* What staff/children were in the group/outing and the name of the staff designated responsible for the missing child
* When the child was last seen in the group/outing?
* What had taken place in the group or outing before the child was noticed as missing
* The estimated time that the child went missing.
* A conclusion is drawn as to how the breach of security happened.
* If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Services may be involved if it seems likely that there is a child protection issue to address.
* The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
* In the event of disciplinary action needing to be taken, Ofsted is informed.
* The insurance provider is informed.

As part of our safeguarding commitment, **If a child doesn’t come in to nursery on their expected day** and we haven’t heard from the parent/carer by 10am then we will call to find out the reason why. If we have any reason to believe there could be a safeguarding issue for example a parent hiding an injury, or a child been taken out of the country, then we will contact Children’s Services.

If you have any questions regarding this procedure, please feel free to ask.