Missing Child Policy

Statement of Intent

Little Monsters Day Nursery is committed to safeguarding and promoting the welfare of all children. We have clear procedures in place to follow in the event that a child goes missing, both from the setting and during outings.

Our priority is to ensure that every child is located as quickly and safely as possible, while keeping parents, relevant authorities, and **Ofsted** informed as required.

All staff are trained to understand and follow this policy.

Procedures if a Child Goes Missing from the Setting

If a child is discovered to be missing from the premises, the following actions will be taken immediately:

1. The Manager or person in charge will organise a thorough search of:
    - All rooms
    - Storage areas
    - Toilets
    - Outdoor areas
    - Garden and surrounding spaces
2. The attendance register will be checked to confirm:
    - The child's presence
    - That no other child is missing
3. All doors, gates, and exits will be checked to identify any security breach.
4. Staff will be questioned to establish:
    - When the child was last seen
    - Who was supervising
    - Any unusual circumstances
5. If the child is not located quickly:
    - Parents/carers will be contacted immediately
    - The police will be informed and the child reported missing
6. Staff will continue to supervise and reassure the remaining children.

Procedures if a Child Goes Missing on an Outing

If a child goes missing during an outing where parents are not present:

1. As soon as a child is noticed missing:
    - All children will be gathered with their designated staff member
    - A headcount will be carried out immediately
2. One staff member will search the immediate area while remaining within sight of the group.
3. The Manager/person in charge will be informed immediately and will attend the venue if necessary.
4. Remaining children will be returned safely to the setting where appropriate.
5. Parents/carers will be contacted and informed of the situation.
6. The police will be contacted using the staff mobile phone.
7. At indoor venues, venue management will be informed and asked to assist with the search.
8. The nursery owner and senior management will be notified immediately.

Supporting Children and Staff

During and after the incident:

- Remaining children will be reassured and supported.
- Staff will remain calm and professional.
- The emotional wellbeing of all children involved will be prioritised.
- Additional support will be provided if required.

Investigation and Recording

Following any missing child incident, the Manager/Owner will conduct a full investigation.

This will include:

- Taking written statements from all staff involved
- Completing a detailed incident report including:
    - Date and time of the incident
    - Staff and children present
    - When the child was last seen
    - Events leading up to the incident
    - Estimated time the child went missing
    - Actions taken
- Identifying how the incident occurred
- Reviewing security and supervision arrangements
- Implementing improvements to prevent recurrence

All records will be stored securely.

Reporting and Notifications

Where appropriate, the following will be informed:

- Parents/carers
- Police
- Local authority safeguarding partners
- **Ofsted**
- Insurance provider

If required, the incident will be reported under RIDDOR regulations and recorded in the incident book.

Staff will cooperate fully with any external investigation, including police or children's services.

Prevention and Risk Management

To reduce the risk of children going missing, we:

- Maintain accurate registers and headcounts
- Always supervise children
- Secure entrances and exits
- Conduct regular risk assessments
- Ensure appropriate staff-to-child ratios
- Allocate key staff to groups
- Review procedures regularly

Roles and Responsibilities

Manager/Designated Safeguarding Lead

- Ensure procedures are followed
- Lead investigations
- Liaise with authorities
- Support staff and families

Staff

- Supervise children effectively
- Follow this policy
- Report concerns immediately
- Always maintain vigilance

Parents/Carers

- Provide up-to-date contact details
- Support safeguarding procedures

Monitoring and Review

- This policy is reviewed annually or following any incident.
- All missing child incidents are analysed to improve practice.
- Staff receive regular safeguarding training.

Policy Adoption

Name of Setting: Little Monsters Day Nursery
Date Adopted: _____
Signed: _____
Role of Signatory: Manager