



Nottingham Nursery School & Training Centre

Missing Children Policy

May 2017

Our School has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transition points between sessions in addition to the registration procedures. If for any reason a member of staff cannot account for a child's whereabouts during a session at the School, the following procedure will be activated:

- The member of staff in question will inform both the Head and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised
- The Head will nominate two members of staff to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the School
- If after 15 minutes of thorough searching the child is still missing, the Head will inform the Police and the child's parent/carer
- While waiting for the Police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the School
- The Head will be responsible for meeting the Police and the missing child's parent/carer. The Head will co-ordinate any actions instructed by the Police, and do all they can to comfort and reassure the parents/carers
- Once the incident is resolved, the Head and the staff team will review relevant policies and procedures and implement any necessary
- All incidents of children going missing from the School will be recorded in the Incident Record Book, and in cases where either the Police or Social Care have been informed, OFSTED will also be informed, as soon as is practicable

This policy will be reviewed every 3 years.