Fledglings Day Nursery

# Lost or Missing Child Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

## 1 Introduction

The revised EYFS (Sept 2014) indicates that providers must take all necessary steps to keep children safe and well. This includes having a policy and procedures in place for the eventuality that a child is lost or missing.

It is always a possibility that a child may go missing from the school/setting and every effort must be made to ensure that this does not happen.

## 2 Aims and objectives

The aim of this policy is to ensure the safety of all children by making sure that all staff have a clear understanding of what they should do if a child is lost or missing.

The objective of this policy is to prevent the likelihood of a missing child, and to ensure that all members of staff respond immediately if they become aware that a child may be lost or missing.

**3 Lost or missing child**

We make every effort to maintain a safe and secure environment. In the rare situation a child does get lost or go missing, then we are confident that we have robust procedures in place to ensure that the child is located as quickly as possible and any distress caused to other children and staff is minimised.

**3.1** We will, where possible, eliminate the likelihood of a child getting lost or going missing. We have systems in place to achieve this including:

* ensuring the environment is secure;
* having robust arrival and departure procedures in place;
* undertaking an annual review of the security of the setting/school;
* undertaking reviews of systems in place;
* having clear and consistent practices when taking children out on trips.

**3.2** If a child is lost or goes missing then procedures are begun immediately in order to maximise the likelihood of the child being found quickly, and minimise the likelihood of other children becoming unsettled.

**3.3** We will ensure the environment is secure by having a member of staff always manning the entrance to prevent unaccompanied children from leaving. The entrance and all exits will be suitably secured from the inside once the children have arrived.

**3.4** All gates leading to outside areas are fastened securely with locks during school/setting hours.

**3.5** The outdoor area is always supervised by one or more members of staff.

**3.6** All visitors are challenged to provide identification.

**3.7** A daily/sessional register is taken and this is used to monitor that all children are within the school/setting or safely managed/supported during any trip outside of the provision.

**4 Lost or missing child procedure**

Every care is taken to ensure our children are accounted for at all times.

**4.1** If a child is thought to be lost or missing then the following procedure is followed:

* The most senior member of staff present will take an immediate roll-call of all children.
* If it is discovered that a child is unaccounted for then a full search of the school/setting and its immediate surroundings will ensue. On no account will any other children be left unsupervised at any time whilst this is taking place.
* If a search proves unsuccessful in establishing the whereabouts of the child, the emergency services and the parents/carers will be contacted.
* Searches will still continue whilst waiting for the police and the parents/carers to arrive.
* On the arrival of the emergency services and the child’s parents/carers, the most senior member of staff will be responsible for appraising them of all information in respect to the lost or missing child and what action has been taken.
* A record of the incident will be kept, as it happens, to enable an incident report to be written at a later date.
* Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure the situation does not happen again.

**5 Reporting incidents**

All incidents of children being lost or going missing from the school/setting will be recorded, and in cases where the police have been informed ISI and Ofsted will also be informed, as soon as is practicable, within a maximum of 14 days.

**6 Monitoring and review**

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

 There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**