



# Missing Children Policy

**(Including uncollected)**

<b>Policy title:</b>	<b>Missing Children Policy</b>
<b>Approved by:</b>	<b>FGB</b>
<b>Date approved:</b>	<b>July 2023</b>
<b>Date of next review:</b>	<b>July 2024</b>

## **Introduction**

The welfare of all our children at Ashworth Nursery School is our paramount responsibility. Every adult who works at the nursery has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he/she is in our care.

## **Preventative Measures**

- Secure doors including door release button which can only be operated by an adult
- Children are supervised at all times
- Secure office at the front entrance
- Secure front gate with access pad to enter and door release to exit which can only be operated by an adult
- There is a systematic procedure at home time and at the start of the day where staff are positioned to welcome parents and children and supervise them leaving the building
- Children are permitted to leave nursery with a designated and known adult (16 years or over)
- All outside gates/doors are checked at the beginning of each session. All doors and gates are secure with appropriate lock systems in place.
- Children are counted on entrance and exit including when accessing outdoor provision

## **Actions to be followed by staff if a child goes missing from the nursery school**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing we would carry out the following actions:

- Take a register in order to ensure that all the other children were present
- Inform the Headteacher of the Nursery
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child in question
- Occupy all of the other children in the classroom by reading to them
- At the same time arrange for one or more adults to search everywhere within the Nursery, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide
- Check all the doors and gates for signs of entry/exit

If the child is still missing, the following steps would be taken:

- Inform the Headteacher or the Designated Senior Person
- The Headteacher to ring the child's parents and explain what has happened, and what steps have been set.
- The Headteacher or Designated Senior Person would notify the Police
- The Headteacher would arrange for staff to search the rest of the Nursery premises and grounds
- If the child's home is within walking distance, a member of staff would set out on foot to check the area local to the child's home
- The Headteacher or Designated Senior Person would inform the Local Children Safeguarding Board
- The school would co-operate fully with any Police Investigation and any safeguarding investigation by Social Care
- Inform the Chair of Governors
- Ofsted would be informed
- The Insurers would be informed

A full record of all activities taken up to the stage at which the child was noted to be missing would be made for the incident report. If appropriate, procedures would be adjusted.

## **Actions to be followed by staff once the child is found**

- Talk to, take care of and if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises

- The Headteacher of the Nursery will speak to the parents to discuss events and give an account of the incident
- The Headteacher will initiate a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board)
- Media queries should be referred to the Headteacher
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children when the child was last seen, what appeared to have happened, the length of time that the child was missing and how he/she appeared to have gone missing, lessons for the future

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted

### **Uncollected children**

If, after 10 minutes past the end of session, the child has not been collected, staff will try to contact the parent/carer from the emergency contact numbers listed. If after one hour a child has not been collected, staff will contact the Blackburn with Darwen Emergency Duty Social Worker.

We will make a full written report of the incident.