

## **MISSING CHILD FROM NURSERY POLICY**

**This Policy applies to Early Years Department ('EYD')**

**The safety and security of the children at Bright sparks and Early Years/St Marys College is paramount, every care is taken to ensure that children are accounted for at all times whilst in our care. We take all reasonable steps to ensure the safety of children on the premises, we only release children into the care of individuals who have been notified us by the parent and have safety systems in place to ensure that children do not leave the premises unsupervised including safety gates, higher door handles and locking systems, CCTV on all internal corridors, double gates outdoors and mirror to see the top of the ramp area on leading children into the basement.**

### **PROCEDURE**

- All children's times of arrival and departure are recorded on our iConnect register system. In the case of a Wi-Fi dip or a system error we will record on paper and log once systems are back up and running.
- Registers are now centrally produced through the Connect Childcare system. All staff will report any changes to children's attendance to the main office so weekly registers can be updated.
- Staff count children in the different departments at all times. If children are taken out of the room for any reason another member of staff is informed. Key groups are monitored by their key person. The I Connect children counts down the children in each room as we log their departure and staff can cross reference this with their counting of children.
- On a daily basis a child can be marked off when a parent telephones or messages via email or through the parent app to say their child is not coming in. This is also logged in the office message book.
- When a child's parents are contacted due to illness, the time the child leaves is noted in the Child Sickness record book and on the departure register.  
(Refer to Illness, Injury and First Aid policy and Medicine policy)

- If a child is missing a member of staff must inform the staff team and Head of Department and a formal recording must be taken of the time the child was discovered missing. Staff will then be designated a search area whilst other staff remain with the other children. If necessary groups of children will be joined up to allow more staff to search.
- Searches must be completed in the external areas, basement, all playrooms and toilets.
- If after 10 minutes of thorough searching the child is still missing, the Head of EYD will inform the Police and then the child's parents/guardians. A senior member of staff will contact the police in the absence of the Head of Early Years.
- In the unlikely event, that the child is not found the nursery will follow the local authority and police procedure.
- If probable that the child could have accessed the College grounds and the outer parameters of EYD then the Principal shall be informed and staff from the College will be asked to help search.
- Once the Police have been informed staff should continue with the search until advised otherwise.
- The Head of EYD will be responsible for meeting the Police and the child's parents.
- Staff involved in searching for a missing child must record a full record of all steps taken. The recording of such information must be done as soon as practicable, but must not impede the search.
- Ofsted will be contacted and informed of any incidents.
- Once the incident is resolved, the Head and EYD staff will review relevant policies, risk assessments and procedures and implement any necessary changes.

- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.
- Consideration must be given to the need to inform Ofsted of any incident. If appropriate, a risk assessment should also be carried out to minimise the possibility of the incident happening again.
- Consideration should be given as to the need to inform/notify the Schools Insurance Company.
- In any cases with media attention staff will not speak to any media representatives.
- Any complaints will be dealt with in accordance with the schools complaints procedure
- In the case of a child not being collected, a member of staff will ring the contact numbers provided by the parents and will remain with the child until the appropriate adult arrives. Please refer to late collection/ non collection of a child policy.
  - *Date of Policy- October 2015*
  - *Date of Review – January 16*
  - *Date of Review- January 2018*
  - *WLLP Review – July 2018*
  - *Date of Review – November 2019*
  - *Date of Review- March 2021*
  - *Date of Review – September 2021*
  - *Date of Review- November 2022*
  - *Date of Review- September 2023*