

## Missing Child

This policy is in place to ensure that in the unlikely circumstances of a child going missing all members of the Raised In nursery team have a clear understanding of what to do so that the child can be located and returned to the safety of the nursery team as quickly as possible.

All children must be recorded on the daily register, stating the time of arrival and the time of departure. During an outing, a list of children is taken with all team members knowing how many children are in the group. Raised In adhere to ratios for all outings from the nursery.

A head count of children must be taken before exiting the building, regularly during an outing and before returning. Where large groups of children are leaving the setting, team members will be allocated small groups of children to be accountable for.

### Missing Child Procedure

If any child cannot be accounted for the following will be activated immediately:

1. The Nursery Manager/person in charge must be informed straight away.
2. All members of the team will be informed and asked to conduct a thorough search of the premises (or nearby area if outdoors), whilst also ensuring that the remaining children remain calm, safe and adequately supervised.
3. If the child is not located within the immediate vicinity of the nursery, other members of the public will be asked if the child has been seen locally.
4. If the child is not located after a thorough search and after enquiries have been made the Nursery Manager/person in charge will inform the police and inform the child's parents/carers.
5. The search and enquiries will continue while awaiting the arrival of the police and parents/carers.
6. The Nursery Manager/person in charge will be responsible for meeting the parents/carers to explain the situation and do their utmost to comfort and reassure them.

All incidents of a child going missing, even if the child is quickly found, will be recorded and parents/carers notified. Policies, procedures and risk assessments will be reviewed and

adjusted as necessary. Any incident in which the police are involved will be reported to OFSTED as soon as possible.

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**Signed:** Nicola Brimble, Head of Nursery

**Date:** 04 December 2023

**Review Date:** December 2024

**This policy links to:** Accident & Emergency Policy, Arrival & Collection Policy, Outings Policy and Safeguarding & Child Protection Policy