

# Our Lady Star of the Sea Catholic Nursery

## Missing Child Procedure

### Mission Statement

*"You are precious in my eyes" - Isaiah 43*

- *Our Lady Star of the Sea Catholic Nursery is committed to the widest and fullest education of all pupils in a partnership between home, nursery, parish and community.*
- *Our nursery aims to create a happy, ordered environment where all members feel secure, valued and respect each other.*
- *Our nursery aims to be a positive force within the Catholic Church inspired by the life of Christ in the Gospels*

### **Policy statement**

The children's safety is the highest priority at all times, both on and off the premises. Every care is taken to ensure the children are accounted for at all times. Every member of staff has equal responsibility in ensuring the safety of the children and knowing where they are. However, in the unlikely event that it is suspected that a child has gone missing the following procedures will be followed to ensure we do all we can to find them.

### **Procedures**

The systems in place to minimise the risk of a child going missing include:

- Children are signed in when they arrive and signed out when they leave on the attendance register.
- Staff must be aware of how many children are present and do regular head count particularly when moving between areas.
- When moving between areas one member of staff must be in front of the children, preventing any child from running ahead, and another at the back ensuring all children stay together.
- Key persons of children new to the setting should take extra care and ensure the children know the boundaries of where they can and cannot go.
- Gates and doors are kept closed and secured at all times.

### **Child going missing on the premises**

- The senior member of staff present will be informed and ensure all other children are correctly supervised.
- The registers are checked to make sure all other children are accounted for.
- A thorough search will be carried out of the buildings and immediate surrounding areas.
- If the child is not found, the parent/carer will be contacted and the missing child reported to the police.
- The senior member of staff will talk to the staff to find out when and where the child was last seen and records this.

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- On the arrival of the police and the child's parents/carer the senior member of staff will be responsible for apprising them of all the information in respect of the missing child and what action has been taken.

### **Child going missing on an outing**

This describes what to do when staff have taken a group on an outing, leaving the Nursery Manager and/or other staff back in the setting. If the manager has accompanied children on the outing, the procedures are adjusted accordingly.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that all other children are accounted for.
- One staff member will search the immediate vicinity but does not search beyond that.
- Staff contact the venue's security who will handle a wider search.
- The nursery manager will be informed and then will contact the police.
- The nursery manager will contact the parent, who will make their way to the setting or outing venue as agreed with the nursery manager.
- Staff take the remaining children back to the transport/nursery.
- The nursery manager or a designated staff member may be advised by the police to stay at the venue until they arrive.
- As soon as possible after the incident the nursery manager must report the incident under RIDDOR arrangements, record it in the incident book and inform;
  1. The insurance company
  2. All parents/carers
  3. Social Services/ Lancashire County Council
  4. Ofsted

**Designated person responsible:** B. Draper

**Date:** 10<sup>th</sup> October 2023

**Date of policy review:** Autumn 2024