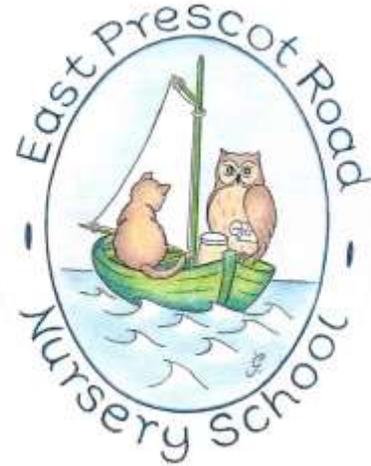


# East Prescot Road Nursery School



## Missing Child Policy

2023

## **Aims of the policy:**

To ensure, in the event of a child going missing from the Nursery School or childcare provision, the correct procedure is in place and that the requirements for doing so are known, understood and implemented by the staff and parents/carers/governors and any other members of the school community involved in the school on a regular basis.

## **Procedure to follow in the event of a child going missing:**

- It is essential that statutory registration procedures are followed at all times to ensure staff know the number of children in their care at any given time.
- A formal register will be taken at the start of every session to record the number and names of those children in attendance. The number of children present is also recorded as part of an informal daily counting and recording activity involving all children and staff.
- The register is then taken by two children to the school office (for use in the event of a whole school evacuation). Staff regularly undertake a headcount, especially during transition time from one environment to another, to confirm that the numbers of children registered are present.
- Garden/outdoor areas are inspected prior to outside play activities taking place to ensure that the area is safe and secure and all access gates are closed as appropriate.
- A further headcount should be undertaken at the end of every session or before and after any transition between spaces.
- All exit doors from the building should be secure at all times.
- Signs should be displayed alerting parents/carers, visitors and contractors to the building of the importance of closing doors/exterior gates and preventing unauthorised access.
- Statutory requirements for staffing ratios in respect of visits/outings will be adhered to for all off-site visits. All relevant contact and medical information relating to staff, children, parent volunteers, route, destination and mobile contact numbers will be recorded and given to a member of the Senior Leadership Team and the Admin Manager prior to the outing/visit.
- If a child is missing, the staff will gather together all of the children reassuring them in order, to minimise any distress. The Headteacher should be informed immediately.
- In the Headteacher's absence, a member of SLT will be informed.
- The staff will search the whole setting, together with any storage areas, toilets, outdoor environments sheds and any other annexes or outdoor classrooms.
- If the child is still missing, the search will be widened. All staff will be asked to take part in the search in the school and in the wider area. Staff conducting the search should be familiar to and have knowledge of the child.
- Having identified that the child is not on the premises or within the immediate area, the parents / carers and the police will be informed.
- The search will continue under the direction of the police who attend the incident.
- *If any national or local paper makes contact with reference to the incident they should be referred to the Press Office within the local authority.*
- Following the incident Ofsted will be informed of the circumstances and the outcome. Our policy and procedure will be evaluated in consultation with the police, the LSCB and the Local Authority Health & Safety Officer in order to identify the steps which led to the incident and the actions required to prevent a recurrence of any such incident.
- Clear and accurate records will be compiled in respect of the incident – written statements should be obtained from all parties to ensure a thorough investigation and robust action plan.

- The school would offer and provide information, advice, support and professional counselling for the family, the staff and other parties involved in order to minimise anxiety and stress caused as a result of the incident.

**Approved: October 2023**

**Review: October 2024**