

### **Missing Child Policy & Procedure**

In the unlikely event of a child going missing at the setting the following procedure will be implemented immediately:

- Staff to provide information to support the search, detailed description of clothing worn and when last seen.
- Nursery manager and all staff informed immediately. Staff to search their immediate areas and surrounding areas making sure that all other children are safe and remain supervised, calm and supported.
- The manager will inform the police as soon as they believe the child is missing and not on the premises or in the immediate location. Parents of the child will also be informed.
- Searches of the area will continue with as many available staff ensuring all other children are safe.
- Manager to meet with police and parents.
- Manager to await and follow instructions from police and authorities.
- Any incidents will be reported to OFSTED.
- 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.
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring to be reduced.

In the event a child goes missing away from setting (outing/local walk) staff will immediately contact setting via mobile phone and ask for assistance. Extra staff will be deployed to the group to help with the search and bring the other children back to setting safely. The above procedures will then be followed as with a child missing at setting.