

Lost and Missing Child Procedure

At Centro Infantil Menchu all children are accounted for during the day and their arrival and departure time is marked in the register. Staff make regular head counts during the day.

Procedure

In the unlikely event of a child going missing within the nursery the following procedure will be implemented:

- Staff alert the manager (or person in charge) immediately, who calmly checks both inside and outside the building.
- A full headcount and roll call would be completed against the attendance register to ensure the child is not being cared for in another room in the building.
- If there is no sign of the child the police are contacted immediately and parents are also informed of the situation.
- Staff would then wait for the police to arrive and follow their instructions.
- Ofsted would be contacted and a written report be sent by the Nursery Manager informing them of the incident.

Outings

When taking the children on outings, a risk assessment is carried out prior to the outing and regular head counts are made throughout the time. Children are allocated to certain members of staff with higher than normal ratios, to ensure the children are safe at all times.

Procedure

- If a child went missing then the person in charge would be immediately informed.
- A member of staff would make an immediate search of the surrounding area, ensuring that the other children were sufficiently supervised and safe.
- If the child cannot be found after the appropriate search time (up to 15 minutes – shorter if in a busy area) then the Police and parents would be informed.
- The search would continue with the member of staff keeping in touch by mobile phone.
- Once the Police arrived, their instructions would be followed.

This procedure was adopted by the Management Committee on 30/09/2021

Signed on behalf of the nursery: Yris Goodspeed

To be reviewed September 2022