



Missing Children

Little Star Nursery has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transition points between sessions. If for any reason a member of staff cannot account for a child's whereabouts during a session at the Nursery, the following procedure will be activated:

1. The member of staff in question will inform both the Manager and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
2. If still not found, all other children will be gathered together with one member of staff and the Manager will nominate two members of staff (or one other if only 2 staff working), to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the Nursery.
3. If after a thorough search of the premises, including garden, the child is still missing, the Manager will inform the police and then the child's parent/carer.
4. While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the Nursery.
5. The Manager will be responsible for meeting the police and the missing child's parent/carer. The Manager will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.
6. Once the incident is resolved, the Manager and the staff team will review relevant policies and procedures and implement any necessary changes and report the incident to Ofsted if necessary. (paying particular note to the relevant provisions of the Nursery's Site Security and Risk Assessment policies).
7. All incidents of children going missing from the Nursery will be recorded in the Incident Record Book, and in cases where either the police or social services have been informed, Ofsted will also be informed, as soon as is practicable.

If a child goes missing off premises

If a child goes missing from any of our regular off site locations the following systems will be followed:

- The Park: Procedure followed as points 1- 4 where the immediate search area carried out by staff members prior to alerting the police is the park and adjoining playing field, as well as the road between the school and the main road. Children to be gathered in the pagoda while search carried out.
- The Farm shop: Procedure followed as points 1-4 where the immediate search area carried out by staff members is the area surrounding the perimeters of the farm shop.. Children to be gathered at a safe point by the chickens or in the cafe. In this instance staff members of the Farm Shop should also be alerted to the situation.
- Whilst walking/ woods: All children be immediately assembled at point 1. The other member of staff to search the surrounding area for a maximum of 5 minutes before informing the police.

A mobile phone is always carried in off site visits that is constantly checked whilst out for reception.