



Missing/Lost Child Policy

The welfare of all of our children is our paramount responsibility. Every adult who works at Green Roots appreciates that he or she has a key responsibility for helping to keep all of the children safe at all times. Our ratios follow statutory guidelines or above and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

All settings that provide for early years children within the EYFS framework are legally required to have a policy for the procedures to be followed in the event of a child going missing

The policy will be kept under regular review and updated to keep pace with changes to the EYFS framework.

Actions to be followed by the team if a child goes missing from the Nursery

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, the following procedure shall take place:

- The team will be careful to remain calm and to ensure that the other children remain safe and adequately supervised.
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Colleagues shall check around the Nursery. At the same time, arrange for one or more adults to search everywhere within the site, both inside and out, carefully checking all spaces, cupboards, washrooms etc where a small child might hide. Check the doors, gates for signs of entry/exit
- Care will be taken during this time that other children are not left unattended and put at risk.
- If the child is not found, then a member of the Management will be informed immediately. The Biometric log will be viewed to know who has entered the building via their fingerprint and the security camera recording entry to the building will be viewed.
- If, after thorough searching, the child's parents/guardians will be telephoned. Upon confirmation that the child is not in their care the Police will be telephoned.
- Action beyond this shall be taken in consultation with the parents/guardians.
- While waiting for the Police and the parent/guardian to arrive, searches for the child will continue. During this period, team will maintain as normal a routine as is possible for the rest of the children at the Nursery. The Manager or a member of the Management team will be responsible for meeting the Police and the missing

child's parent/guardian. The Manager or member of the Management team will co-ordinate any actions instructed by the Police, and do all she/he can to comfort and reassure the parents/guardians.

- Once the incident is resolved, the Green Roots team will review relevant policies and procedures and implement any necessary changes.
- All incidents of children going missing from the Nursery will be recorded in the Incident Record Book.
- Relevant policies and procedures should be reviewed.
- Media queries should be referred to the Manager
- In cases where either the Police or Social Services have been informed, the relevant body (Ofsted) will be informed as soon as is practical.
- Parents will be informed if their child was temporarily missing during the day.
- If the child is injured, a report would be made under RIDDOR to the HSE.
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

Actions to be followed by the team if a child goes missing on an outing

- An immediate head count would be carried out in order to ensure that all the other children were present.
- An adult would search the immediate vicinity.
- Contact the venue Manager and arrange a search.
- The Party Leader should assess the situation re:
 - Remaining at the venue
 - The possibility of taking the remaining children back to the Nursery
 - Number of colleagues remaining at venue / returning with children
- Inform the Head and the Child Protection Officer by mobile phone.
- The Manager or a member of the management team would ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ the Nursery at once.
- Contact the Police.
- The Child Protection Officer would inform the Local Children Safeguarding Board.
- Green Roots would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- Ofsted would be informed
- The Insurers would be informed
- If the child is injured, report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

Actions to be followed by the team once the child is found

- The Manager will speak to the parents to discuss events and give an account of the incident
- The Manager will conduct a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Manager
- The investigation should involve all concerned providing written statement
- The report should be detailed covering: time, place, numbers of colleagues and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.
- A report of the incident will be sent to OFSTED within 14 days.