

Once Upon A Time Nursery
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Lost or Missing children policy

We have the highest regard for the safety of the children in our care. The nursery team will always be extremely aware of the potential for children to go missing during sessions and will ensure that exits and entrances are kept secure.

Even when all precautions are properly observed, emergencies can still arise. Therefore practitioners 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 setting, the following procedure will be activated:

- The Manager or person in charge and the rest of the nursery team must be informed that the child is missing.
- A thorough search of the entire premises will commence.
- The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The manager or person in charge will nominate as many staff as possible 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 grounds.
- If after 10 minutes of thorough searching the child is still missing, the manager or person in charge will inform the police and

then the child's parent/carer.

□ While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other staff members will maintain as normal a routine as is possible for the rest of the children attending the setting.

□ The manager or person in charge will be responsible for meeting the police and the missing child's parent/carer. The manager or person in charge will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.

Once the incident is resolved, the manager or person in charge and the nursery team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the settings Risk Assessment policies).

All incidents of children going missing from the setting will be recorded on a Incident Record Sheet, and in cases where either the police or social care have been informed, CSSIW will also be informed, as soon as is practicable.

