



MISSING CHILD PROCEDURE

Although this would be an unusual occurrence, CMN does have a procedure that we follow in the unlikely event that a child went missing.

The nursery operates an 'arrival and departure' register on a daily basis. Each child's arrival and departure times are recorded. This is to ensure that staff are aware at any one time which children are present in the nursery. Staff names are added to the list of children's names also to record who cared for the children that day and between what times.

Staff are aware that the children are supervised at all times and that they are to know at all times where the children are.

In the eventuality of a child being missing from the nursery then the following procedure shall be followed:-

1. The manager is informed immediately that the child is missing.
2. A thorough check of the entire building (including cupboards) is carried out by the manager and a staff member.
3. If the child has not been found then the assumption would be that the child is not in the nursery.
4. The manager would call the local police immediately. The child's parent/carer would also be contacted at this stage.
5. The manager would ensure the police is given the child's profile file in order to carry out a search. The child's profile file has details about the child, i.e. their name, age, and a photograph. This will aid the police to identify the child.
6. Children are often found before the police need to be involved, but children can sometimes take the opportunity if a door or gate is left open, quite often when found they say they were 'on their way home'
7. In every eventuality the manager would complete a full investigation and report as to how this incident occurred.
8. As the policy is prevention in such procedures the nursery would aim that this policy never be utilised.
9. The nursery asks that parents/carers always close the main entrance door on arrival or departing the nursery.
10. Never leave the door to close by itself. A child could slip out without you noticing.

11. Never hold the door open to allow a child unaccompanied to leave the nursery.
12. Discuss personal safety with your child. Explain to them that they must never wander off without telling anyone where they are going.
13. Close supervision is required for toddler aged children who can often love to run off.
14. On collecting your child at nursery do not allow them to wander off within nursery as once staff hand over your child they need to re focus on the remaining children within the nursery.

Trips

On taking the children on outings the ratio is one adult to 3 or 4 children depending on the age of children, and 1 student to 1 child.

Each member of staff is responsible for the children in their care.

If a child goes missing there would be a search of the immediate area.

If the child were not found the police would be contacted.

The incident would be reported to the manager who would contact the parent immediately.