



Introduction to policy

The Orchard Nursery School (*hereafter the "Nursery School"*) aims to safeguard and protect children at all times in the setting. This *Missing Child Policy* outlines the procedures to be followed in the event of a report of a missing child.

Summary of procedures

Immediate actions

If a member of the teaching team suspects a child has gone missing from the Nursery School, the Principal and/or Deputy Manager must be informed immediately and the following procedures should be followed:

The Principal and/or Deputy Manager will:

1. Immediately notify all members of the teaching team.
2. Congregate all children, take a head count, and check the class register immediately to confirm if a child is missing.
3. Designate a member of the teaching team ("*Teacher 1*") to keep all children accounted for assembled together in one place inside the Nursery School to ensure their continued care.
4. Designate a member of the teaching team ("*Teacher 2*") to search all internal areas of the Nursery School (including the hall, kitchen, toilets, storage, front entrance and stage).
5. Designate a member of the teaching team ("*Teacher 3*") to search the outdoor play area, cars and car park, all surrounding shrubs and bushes, inside of the Banstead Institute and the main road outside of the Nursery School.

All teachers should carry a mobile phone, and immediately call the Principal/Deputy Manager on (07976 386253 or 07738 205080) when a child is safely located.

In the event that a missing child is not located the Principal or Deputy Manager should immediately contact the Police (on 999).

The Police will require the following information:

1. The Nursery School name and address:

The Orchard Nursery School
Banstead Institute
High Street
Banstead
Surrey
SM7 2NN

2. The missing child's Parent/Guardians' details.
3. A detailed description of the child including: age; gender; information about their clothing; and any other distinguishing features.
4. The length of time the child has been missing.



5. The time and location of when the child was last seen.
6. The circumstances of the incident, including anything that may have triggered the disappearance.
7. The members of the teaching team who are looking for the child, their location and their mobile phone number.

The Principal and/or Deputy Manager should document all details of the incident including a summary of the conversation and advice from the Police.

The Principal and/or Deputy Manager should contact the Parent/Guardian(s) of the missing child at the earliest possible opportunity, following advice from the Police.

The accounted for children and other members of the teaching team will stay congregated inside the Nursery School until otherwise advised by the Principal and or Deputy Manager or the Police.

If necessary, the Principal and/or Deputy Manager will contact the Parent/Guardian(s) of accounted for children and request that they collect their child.

Post-Incident actions

The Principal will inform Ofsted (on 0300 123 1231) and provide all required details of the incident.

The Principal will update the Nursery School risk assessment immediately and inform all members of the team of the action to be taken after the incident.

The Principal will draft and circulate to all members of the teaching team and Parent/Guardian(s) a written report to summarise the incident, together with actions to prevent such an incident occurring in the future.

Further reading

Health & Safety Executive (HSE)

- Website: www.hse.gov.uk
- Contact Number: 0845 345 0055
- Risk Assessment leaflet: www.hse.gov.uk/risk/fivesteps.htm

Royal Society for the Prevention of Accidents (ROSPA)

- www.rospa.com