



Missing/Absent and Lost Persons Policy and Procedure

Purpose of Policy

To ensure that where a child does not arrive at Little Dreams Nursery or for collection or goes missing during a session, appropriate action is taken to locate the child, and the relevant people are notified.

Who is responsible?

All members of staff have a responsibility to ensure the safety and security of the children in the setting and to ensure that they have accurate information regarding who is attending the setting on any given day, who is to be collected and who will make their own way to the setting. It is the responsibility of the Manager / Director / Supervisor to ensure that all children on the register are accounted for.

How will the policy be implemented?

Lost/Missing Child

Should a child go missing from the setting or during an outing, the following steps will be followed:

- The member of staff who notices the absence will inform all other members of staff within the room and management.
- A member of staff will check with the other staff and the children when and where the child was last seen.
- A search of the immediate area will be carried out while the above takes place. The member of staff will pay careful attention to play areas, toilets, etc., when searching for the child.
- If on a trip/outing, a search of the immediate area will be carried out, while the above takes place, telephoning the nursery to inform management. Including informing any on-site members of staff at the venue that the child has gone missing and enrolling their help
- If the child has not been located for 15 minutes, the member of staff will contact the police and the child's parents/carers.
- A record of this incident must be made in the incident book, and where the police have been contacted, the Manager / Director / Supervisor must also inform the Nursery Owner and Care Inspectorate Officer for the setting.

Repeated Absences by a Child

If it is determined that a child has repeated absences from the setting without the prior acceptable notification by the parent, then Little Dreams Nursery has a responsibility to ensure that the welfare of the child is upheld and has a responsibility to liaise with other agencies, for example, education, social work and health to ensure that the child is receiving the support that the family requires. In some circumstances, there may be child protection concerns that arise, and in these circumstances, the child protection policy and procedure will be followed.

Where a child is repeatedly absent from the setting, then the Manager / Director has a responsibility to ensure that the child is safe, contact the child's parents/carers and establish the child's welfare. If there is a concern over the child, the child protection policy and procedure will be followed.