



The Barn Nursery and Preschool

Lost or Missing Child Policy

Policy Statement

Children's safety is our highest priority, both on and off the premises. Every attempt is made, through carrying out the exit/entrance procedure, to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedure for a child going missing on the premises.

- As soon as it is noticed that a child is missing, the group leader/staff alerts the managers.
- Carry out a thorough search for the child in all areas inside the setting and in the garden including all rooms, cupboards, toilets, outside buildings and sheds ensuring all gates/fencing are still secure.
- Report the missing child to the police on 999 and then call parent.
- Remain calm and do not let the other children become anxious or worried. The register is checked to make sure no other child has also gone astray.
- If the child lives within walking distance of the setting, make the journey on foot in order to see if the child has attempted to walk home, whilst doing so ask any adults met if they have seen a child walking alone.
- Maintain child ratios.

When the child is found, we will:

- Talk to the child about the incident bearing in mind that he/she may be unaware of having done anything wrong, or alternatively, may also have been afraid and distressed and may be in need of comfort.
- Discuss with all the children about keeping themselves safe, ensuring they understand they must not leave the premises or hide or go out of an adult's sight without telling them where they are going and why.
- Reinforce with the children what is expected of them whilst they are in our care.
- Review any behaviour management strategies accordingly.
- Meet with the parents to sensitively discuss the incident and provide reassurance.

- Conduct a risk assessment, review safety and security procedures (including the procedure for visitors) and make the necessary changes.
- Review the routines and supervision of children.
- Record the incident in the incident book.
- Inform the setting's public liability insurance company.
- Report the incident to RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) if appropriate. Tel 0845 300 9923 www.hse.gov.uk/riddor
- Inform OFSTED in writing.
- Inform the Local Authority Early Years and Childcare Team by telephone.
- Work with the local authority who can offer advice and guidance.
- If the case warrants a police investigation we will co-operate fully. In this case, the police will handle all aspects of the investigation.
- Social services may be involved if it seems likely that there has been a safeguarding children issue to address.

This policy was adopted by

The Barn Nursery

On

May 7th 2020

Date to be reviewed

May 2021

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director
or owner)
