



ROMPERS PRIVATE NURSERY

MISSING CHILD POLICY



Policy Statement:

At Rompers it is our duty to put the care and welfare of all children at the front of our practice. As qualified staff we are responsible for the health, safety and wellbeing of all children during their attendance at nursery.

UNCRC Articles: 6, 11, 19, 35

Aims of this Policy:

- To ensure each child's safety with/out with the premises
- To support staff with following risk assessments and keeping children safe.
- To make staff aware of potential risks and ensuring all children are accounted for.

Procedures:

Collection

- When registering a child within the nursery, we request both parents' names and emergency contact details of those who can collect the child from the setting.
- If another person is collecting the child, the parent must inform staff through verbal handover or phone-call/email with management.
- We ask that the person collecting is a responsible adult (over 18) and is known to the child.
- We require relevant identification and a pre-arranged password created by the parent/carer if unknown.
- If there is any cause of concern, the parent will be contacted before the child is released to anyone's care.
- If the parent has not informed us that someone else is collecting, we will not be able to allow the child to leave without clarification.

Uncollected Child

- In the event of a child not being collected at the end of their session the following steps should be taken:
 - Check if a phone-call or email has been received by management
 - Phone the child's parents
 - If no contact is made, phone the emergency contact for the child
- In the event of extreme circumstances, management will stay with the child and will use their personal mobile to try contact parents/carers. If still no contact, police will be informed.

Missing Child Procedure on Premises

Although the possibilities of a child going missing in our care are extremely small, we have to have procedures in place to follow should such an incident occur.

- Once a child is confirmed missing, Team Leaders and Management will be informed.
- The immediate area will be searched for the child by a Team Leader and all staff will be made aware.
- Other staff will remain with the remaining children to ensure their safety.
- Doors and gates to be checked to see if there has been a breach of security whereby a child could wander out.
- After conducting an immediate search of the nursery and surrounding area, if the child has not been found, then the parents/carers and police will be phoned.
- The Team Leader in charge and management will then liaise with the police, providing all requested information.
- Children's Social Services may be involved if it seems likely that there is a child protection issue to address.
- Care Inspectorate are informed.
- Following the incident, a report will be written, and risk assessments will be reviewed by management.

Missing Child Procedure on an Outing

- As soon as it is noticed that a child is missing, staff will carry out a headcount to ensure no other child has gone astray.
- Senior staff member undertakes a search of the immediate vicinity.
- Nursery phoned to inform management/Team Leader.
- Parents/carers informed, and police phoned giving name, location and any other relevant information.
- The senior in charge on the outing and management will then liaise with the police, providing all requested information.
- Staff to return other children safely to the setting when management arrives.
- If the incident warrants a police investigation, all staff should co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Services may be involved if it seems likely that there is a child protection issue to address.
- Care Inspectorate are informed.

Intruder Procedure

In the unlikely event of an intruder coming into the nursery, our procedure is:

- If a suspicious person is noticed within the nursery garden or cloakroom area, a member of staff will ask the person to return to the outside of the gate/nursery before asking for identification.
- After ascertaining the reason for their presence, either:
 - Help them with their enquiry
 - OR
 - If they become offensive/aggressive, remove yourself immediately to a place of safety within the nursery and phone 999.
- If you are at all suspicious, follow the same action as above.
- The children should be kept securely in the nursery.

- If the intruder is in the building, staff and children should remain in their rooms with doors closed.
- No attempt should be made by staff to restrain or go after the intruder.
- Police should be called immediately, and staff should no longer make further attempt to communicate with a potentially aggressive intruder.
- If the intruder makes an escape before the police arrive, details and full description should be made in order to assist the police.

If a person attempts to convince staff that they are family/friends of any of the children – the collection procedure should be followed. No person should be allowed to take the child without correct permission.

If a child is taken from the nursery or garden – the police must be informed immediately, and staff made aware. The missing child procedure must then be followed without putting the remaining children at any further risk.

Following any of the above, an incident report should be completed and submitted to relevant authorities as required.

Monitoring:

- Risk assessments in place to ensure the nursery environment is safe and checklists are completed by staff each day.
- Contact details are kept up to date by management and are available to staff via Blossom system.
- Registers are available to all staff to ensure children are accounted for.
- Double locks on gates and staff are to check this when entering the garden.
- Staff’s knowledge refreshed on guidance, such as SIMOA.
- Annual date checks for all service users.

Review:

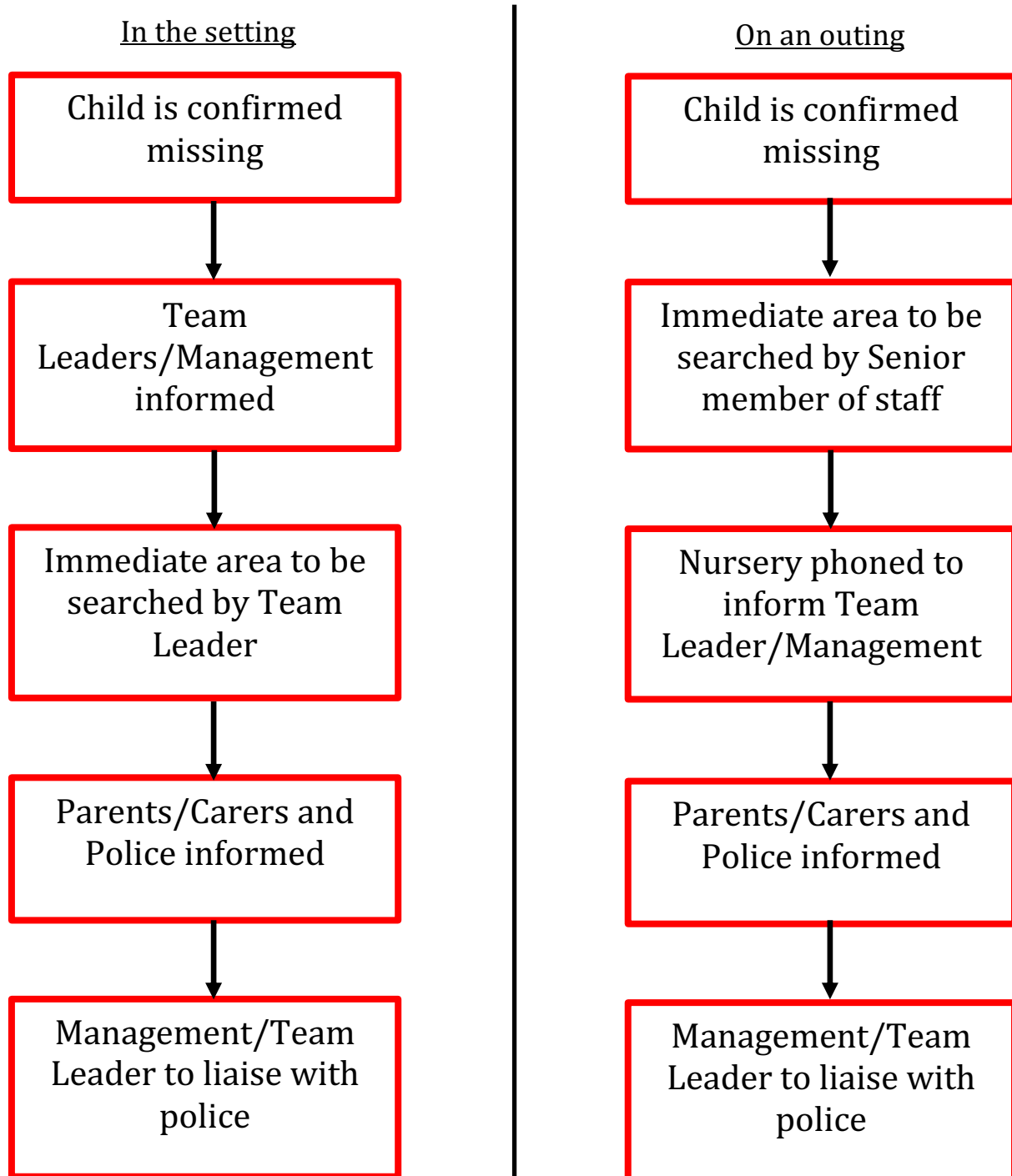
| Date | Management | Track of Changes |
|---------------|-----------------|----------------------|
| October 2022 | <i>K. Myers</i> | |
| February 2023 | Room Champions | UNCRC articles added |
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ROMPERS PRIVATE NURSERY MISSING CHILD PROCEDURE



In the unlikely event of a child going missing, our procedure is:



Following the incident, Care Inspectorate will be informed, a report written, and risk assessments will be reviewed by