

Missing Child from Outings Policy



Grass Roots Nursery Group: Missing Child from Outings Policy

Purpose:

To establish procedures for addressing incidents of missing children during outings from Grass Roots Nursery Group, ensuring a prompt and effective response.

Key Principles:

- **Immediate Action:** Respond to missing child incidents promptly and effectively.
- **Search and Rescue:** Conduct thorough searches to locate the missing child.
- **Communication:** Maintain open communication with parents, staff, and authorities.
- **Support and Assistance:** Provide support and assistance to all individuals involved.
- **Documentation:** Document incidents and investigations.

Procedures

1. **Immediate Notification:** Staff who discover a child is missing during an outing must inform the group leader or designated supervisor immediately.
2. **Staff Deployment:** Conduct a headcount to determine if the child is still within the group. If the child is missing, deploy staff to search the immediate area.
3. **Thorough Search:** Conduct a thorough search of the outing location and surrounding area.
4. **Ongoing Search:** Continue searching until the child is located.
5. **Police Involvement:** Cooperate with police investigations and follow their procedures.
6. **Support and Assistance:** Provide support and reassurance to the child, parents, and staff.
7. **Documentation:** Record the incident in detail, including the time, location, search efforts, and outcome.
8. **Ofsted Notification:** Inform Ofsted of any incidents.
9. **Post-Incident Review:** Conduct a risk assessment to identify potential causes and prevent future occurrences.

Additional Considerations

- **Staff Training:** Ensure all staff are trained in emergency procedures and know how to respond to missing child incidents.
- **Emergency Drills:** Conduct regular drills to practise emergency procedures during outings.
- **Supervision:** Maintain close supervision of children during outings.
- **Communication Plan:** Have a communication plan in place for contacting emergency services and parents.
- **Risk Assessment:** Conduct risk assessments before outings to identify potential hazards.

By implementing this missing child from outings policy, Grass Roots Nursery Group can ensure a prompt and effective response to such incidents, protecting the safety and well-being of children.