

Missing Child from Nursery Policy

Grass Roots Nursery Group: Missing Child from Nursery Policy

Purpose:

To establish procedures for addressing incidents of missing children at 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 missing child must inform the nursery manager immediately.
2. **Staff Deployment:** Some staff will be deployed to search the nursery, while others remain with the remaining children to ensure supervision and support.
3. **Thorough Search:** Conduct a thorough search of the nursery 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 outcome, time identified, notification to police, and findings.
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.
- **Security Measures:** Review security measures to prevent children from leaving the premises without authorization.
- **Communication Plan:** Have a communication plan in place for contacting emergency services and parents.

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