



Missing Child from Nursery Policy

Purpose

Abi Nursery takes the safety of all children extremely seriously. This policy outlines the procedure to follow if a child goes missing while in the care of the nursery.

The priority at all times is to ensure the child is found quickly and safely.

Prevention

Abi Nursery takes the following steps to minimise the risk of a child going missing:

- secure entrances and exits
- regular head counts during the day
- clear staff supervision of children
- staff awareness of children's movements between rooms
- safe procedures for outdoor play and outings.

Children are always supervised by staff in line with EYFS ratios.

Procedure if a Child Goes Missing

If a child cannot be located, staff must act immediately.

Step 1 - Check the Immediate Area

Staff will quickly check:

- the room the child was last seen in
- toilets and changing areas
- outdoor play areas
- other rooms within the nursery.

Staff must remain calm and ensure the other children remain supervised.

Step 2 - Inform the Manager / DSL

The **Designated Safeguarding Lead (DSL)** or **Deputy DSL** must be informed immediately.

Designated Safeguarding Lead

Abi Williams

Deputy DSL / Deputy Manager

Chris McCulloch

Step 3 - Search the Premises

Staff will organise a systematic search of the nursery premises and outdoor areas.

Doors, gates and exits will be checked immediately.

Step 4 - Contact the Police

If the child is not found quickly, the nursery will contact:

Police - 999

The police will be given:



- the child's name and description
 - the last known location
 - clothing worn by the child
 - any relevant information.
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Step 5 - Inform Parents

Parents or carers will be informed as soon as possible once the situation is confirmed.

Step 6 - Inform Ofsted

Where required, the nursery will notify:

Ofsted

0300 123 1231

Recording the Incident

The nursery will record:

- the time the child was discovered missing
 - where the child was last seen
 - actions taken by staff
 - the outcome of the incident.
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Review and Learning

Following any incident, Abi Nursery will:

- review procedures
- assess whether policies need to be updated
- identify any improvements needed.