

## Missing and Lost Child Policy

### Nurseries Policies

#### Sussex House Nursery and Wendy House Nursery

*'Missing Child Policy and Procedure to be followed in the event of a child going missing at, or away from the setting'*  
Statutory Framework EYFS 2017 (3.73)

#### Associated Policies

*Safeguarding and Child Protection*

*Security*

*Arrivals and Departure*

Sussex House Nursery  
Sussex House  
1 Abbey Road  
Brighton  
BN2 1ES

Tel: 01273 664583  
Ofsted No130674

All members of staff have a responsibility to ensure the safety, security and welfare of the children in the setting. Staff are expected to have accurate information regarding who is based their playroom on any given day and who is collecting.

It is the responsibility of the Nursery Manager or Deputy Manager to ensure that all children are on the registers and accounted for.

Brighton & Sussex University Hospital nurseries have a written policy and procedures to ensure the safety of the children.

In the event of a child going missing from the nursery a pre-set action plan would come into place.

#### Strategies to promote Safety and Security:

- Doors and gates are childproof with reminders for staff, parents, carers and visitors to remain shut.
- Staff, parents, carers and visitors are expected to sign in and out.
- Staffs are aware of persons collecting and password implemented if needed.
- Premises are secure and steps to prevent unauthorised persons entering the premises.
- Adequate staff:child ratios
- Children are supervised at all times.
- When accessing the garden the perimeter fence is secure and gate is shut.
- Headcounts are efficient throughout the day and especially times of transitions i.e. outside to indoors, from playroom to playroom.
- Staff in partnership with parents and carers promote 'how to keep safe' with teaching of stranger danger and road safety.
- When out of the premises children are encouraged to hold hands.

Wendy House Nursery  
Princess Royal  
Hospital  
Lewes Road  
Haywards Heath  
RH16 4EX

Tel: 01444 441881 ext  
8451

Ofsted No. EY231358

#### On Nursery Premises:

- The member of staff will check with immediate staff and the children when and where the child last was seen.
- Nursery Manager, Deputy Manager or senior staff member will be alerted.
- All nursery staff would be alerted immediately a child has gone missing, and ensure others such as volunteers, students are alerted.
- Staff, contractors or visitors will be requested not to leave the premises.
- At least two members of staff would remain with the other children.

- All Playroom registers will be checked.
- The remaining staff will carry out a thorough search for the missing child.
- After 10 minutes the Nursery Manager, Deputy Manager or Senior member of staff will telephone Security team via switch O, ext 4444 and the police immediately.
- The Childcare Services Manager will be contacted.
- If a child is definitely missing the parents will be contacted and informed of the situation.
- Time, Date, location of disappearance, staff responsible for caring for child at time, what the child was wearing and other circumstances surrounding the disappearance will be recorded.
- Records will be kept of any incident.
- Ofsted will be informed without delay.
- All parents and carers will be informed of the incident.

#### Outside of Nursery Premises

Prior to an outing:

- Risk assessments to be carried out prior to an outing.
- Ratio for outside visits as per 'Outing Policy'
- Staff to carry the nursery mobile or assigned mobile phone whilst absent from the setting.
- Staff will have Emergency contact numbers with them on outings.
- Children are aware of 'keeping safe' expectations.
- Outings involving large public venues such as an education centre a notification wristband will be given to all children with the assigned mobile number.

Incident outside of Nursery Premises:

- The member of staff will check with immediate staff and the children when and where the child was last seen.
- All nursery staff on the outing would be alerted immediately a child has gone missing.
- Depending on staffing – two members of staff would stay with the remaining children whilst the other staff carry out a thorough search for the missing child. A register will be taken.
- The police would be informed within 10 minutes of the alert raised.
- A staff member on the outing would telephone the Nursery Manager or Deputy Manager if they are not present.
- The Childcare Services Manager will be contacted
- Management team will contact the missing child's parent or carer.
- If after searching child cannot be found the rest of the nursery children will make their way back to the Nursery with remaining staff, leaving one behind to continue the search and wait for the police.
- Time, Date, location of disappearance, staff responsible for caring for child at time, what the child was wearing and other circumstances surrounding the disappearance will be recorded.
- Ofsted will be informed.

### Investigation Procedure

- Staff to keep calm and not to let other children become anxious
- Nursery Management to communicate to all parents and carers
- On finding the missing child the Nursery Manager will carry out a detailed report to include staff written statements.
- All staff present will be interviewed; Circumstances why and when it occurred
- Childcare Services Manager with the support of the Nursery Manager will carry out full investigation, with an evaluation and change of procedure if necessary.
- Detailed report to the Parent and Carer
- Detailed report sent to Ofsted.
- Detailed report to the police.
- Further communication to all parents and carers.
- With the support of Brighton & Sussex University Hospitals Human Resource team disciplinary action if deemed appropriate.

### Missing / Repeated Absence of a Child

If it is determined that a child has repeated absence from the setting without prior acceptable notification than Brighton & Sussex University Hospitals has a responsibility to ensure that the welfare of the child is upheld and has the responsibility to liaise with other agencies such as Health Visitor, Social Worker known to the family to ensure they receive the required support.

Where a child is repeatedly absent from the setting the Nursery Manager or Service Manager has the responsibility to ensure the child is safe and therefore will contact the parent or carer to establish the child's welfare.

In such circumstances there may be a child protection concern and therefore the nursery will be permitted to follow the Safeguarding and Child Protection policy and procedures.

Reviewed and Written 26<sup>th</sup> September 2017

Mrs Tracey Gregory, Brighton & Sussex University Hospitals Childcare Services Manager