

## LOST & MISSING CHILDREN

In the event of a child being found to be unaccounted for, the Nursery Manager will make a thorough search of the building, grounds and surrounding area. Details of the children's "A9 Arrivals and Departures" are taken at registration of each session. This information must be referred to.

The Closed-Circuit Camera system will have recorded the rooms and most significantly, the entrances and exits of the nursery. Immediate viewing of the footage would determine whether the child is in the nursery still, if not when he/she left and which direction they went.

It is the responsibility of all staff that the safety of all children is paramount.

If the child is still missing, the Nursery Manager will:

- Contact the police dialling 999 within 30 minutes of the child being found to be missing.
- Send the next senior member of staff to continue the "outside search".
- Inform the parents/guardians of the situation.
- Contact the Proprietors.
- Gather all descriptive details from the staff present and collate it for the police.
- Examine the Close Circuit Television for evidence of how the child became missing.
- Ascertain when the child was last seen and how long the child could have been missing.
- Ensure to safety of the remaining children.
- When the Police arrive, give all the details to the Officer and co-operate with any requests that are made.
- When the child is found, ensure that a complete examination takes place to exclude injury and ensure that the child is comforted and wrapped up warm if shock is a risk.
- If the child appears to be in any possible distress or physical shock, call for an ambulance immediately.
- If the child remains missing, co-operate fully with the Police Officers present whilst maintaining the safety of the remaining children.
- Once the situation stabilises contact Social care at the Council House by telephone on 01302 737333 and appraise them of the situation.
- Take statements from all members of staff involved and on duty whilst events are still fresh in their memory and ensure, as far as is possible, that calm prevails and panic does not affect the safety and wellbeing of the remaining children.
- It is paramount that the Nursery Manager maintains control of the situation and the staff and does not allow recriminations to develop.
- A full and complete "Internal Enquiry" will be arranged to review events.

After the Internal Enquiry, the nursery management would carry out a "Full Risk Assessment" to identify and highlight any risks or changes found from the "Lost/Missing Child" incident and a copy of the Risk Assessment and the details and outcomes of the Internal Enquiry, are sent to Ofsted within 14 days.