

## **MISSING CHILD PROCEDURE**

In the event that a child should go missing from the setting then the following procedure is to be followed.

1. Senior staff members of each home room to search there room. Nursery manager to search office, staffroom, craft room, toilets, kitchen, sleep room and garden including sheds and play house. Mrs Ravenscroft to search upstairs residence.
2. If children are outside gather them together for a head count.
3. Once premises have been searched and child has not been found (allow no more than 10 minutes for this process) the Nursery Manager must contact the parents/carers of the missing child. Remain calm and inform them of action taken.
4. Contact police. Inform them of the search procedure followed and give them detailed description of the child and time they went missing.
5. Ensure all remaining children are kept calm and reassured.
6. Once the child is found, immediately contact parents/carers with details of where their child was. Police should also be notified by Nursery Manager.
7. A detailed report must be written about the incident by Nursery Manager. Interview staff on duty at time of child's disappearance. State any changes in security which needs to be implemented to ensure no such incident reoccurs.
8. Copy of report is to be filled with OFSTED and also the parents so they are reassured positive action has been taken.