



## **Missing/Absent and Lost Persons Policy and Procedure**

**Purpose of Policy** - To ensure that where a child does not arrive at Peter Rabbit Nursery or goes missing during the course of a session, appropriate action is taken to locate the child and the relevant people are notified.

Every precaution is taken to avoid an incident relating to a child being lost. If the children are taken out of the nursery a risk assessment and high adult to child ratios are followed. Registers are taken before leaving the premises, on arrival at the venue, on departure of the venue and upon return to the nursery. Daily risk assessments are completed every morning to make sure the children are safe and secure in their environment. However, in the event of a child going missing the manager on duty that day should be informed immediately. It will be her responsibility to alert other staff members without causing panic. The safety of all adults and children in the building will not be compromised. An immediate search will take place.

### **Who is responsible?**

All members of staff have a responsibility to ensure the safety and security of the children in the setting and to ensure that they have accurate information regarding who is attending the setting on any given day, who is to be collected and who will make their own way to the setting. It is the responsibility of the manager to ensure that all children on the register are accounted for.

### **How will the policy be implemented?**

#### **Lost/Missing Child**

Should a child go missing from the setting during an outing the following steps will be followed:

- The member of staff who notices the absence will inform all other members of staff.
- A member of staff will check with the other staff and the children when and where the child was last seen
- A search of the immediate area will be carried out including informing any on site members of staff at the venue that the child has gone missing and enrolling their help. The member of staff will pay careful attention to play areas, toilets etc. when searching for the child.
- If the child has not been located in 15 minutes the member of staff will contact the police and the child's parents or carers.
- A record of this incident must be made in the incident book and where the police have been contacted the manager must also inform the Nursery Owner's and Care Inspectorate Officer for the setting.

All other children in the nursery will continue to be cared for to the highest standard whilst efforts are being made to find the lost child.

Once a child has been found we would check that he/she is not injured in any way. It will then be the responsibility of the Nursery Managers to document the incident and update risk assessments in order to ensure that this will not happen again. Ofsted will be informed of the incident and its outcome in writing