



## Missing Child Procedure

Living Spring Montessori has the following arrangements in place to ensure that the children in our care are well supervised and kept safe at all times.

- Rotas are in place to ensure that children are satisfactorily supervised at all times. Correct ratios are maintained and children are signed in and out by a regular member of staff.
- All main doors are locked and made secure at all times.
- All visitors are required to sign our visitor's book and to wait behind the security doors in the cloak room until a member of staff can supervise them. We do not allow unauthorised people to enter the building and only permanent members of staff are allowed to buzz people into the building.
- Staff members must be aware of the number of children present in their room at any given time, particularly during transition times. For example, when getting ready to go outside, some children are in the corridor, some are in the class and others are in the toilet.
- While on outings and in the garden, staff members must regularly do a head count to ensure that all children are present.

### **In the unlikely event of a child being unaccounted for, the following procedures must be followed:**

If a child is missing whilst on an outing, whoever is in charge of the outing must notify the office so that additional adults can help to look for the missing child.

- Enquiries about the missing child are made of other adults or children in the vicinity.
- If the child cannot be located, then the Manager must be informed.
- The Manager must then inform the police.
- The Manager will inform the parents/carers of the child.
- Parents have already provided the nursery with a current up to date picture of their child, which will be held on file to give to the police if required.
- The Manager will inform the appropriate Ofsted Officer and the Local Authority, Brent.

Policy Dated: October 2019

Policy is reviewed regularly in line with changes and updates in legislation.

- In the absence of the Manager, the Deputy Manager will carry out the required actions.
- A full report of the incident will be written as an incident record and there will be a full investigation.
- The Manager and the Deputy Manager will always act in the best interest of the child.

If the child goes missing while in the building, the following policy must be adhered to:

- The surrounding area is to be checked to see if the child can be located. The toilets and office are often popular destinations for our more adventurous children. It is particularly important to look in less obvious areas such as cupboards and other areas of a size capable of hiding a child.
- If the child cannot be located, then the Manager must be informed.
- The Manager will inform the parents/carers of the child.
- Parents have already provided the nursery with a current up to date picture of their child, which will be held on file to give to the police if required.
- The Manager will inform the Safeguarding Partners, Police, Ofsted and Brent.
- In the absence of the Manager, the Deputy Manager will carry out the required actions.
- A full report of the incident will be written as an incident record and there will be an investigation.
- The Manager and the Deputy Manager will always act in the best interest of the child.

**Links to the Statutory Framework for the Early Years Foundation Stage 2017:  
Section 3 – The safeguarding and welfare requirements:**

- Child Protection
- Staff qualifications, training, support and skills
- Key person
- Staff: child ratios
- Risk assessment
- Outings

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