

Missing / Lost Child Policy

AIM

In the event of a child going missing we would aim to make sure all other children and staff are gathered together so as not to compromise the safety of everyone else.

- Calmly alert all members of staff without causing panic.
- Manager or person in charge on the day to allocate staff deployment. Three members of staff to stay at nursery and do story time. Other staff will search all areas inside nursery and within the nursery boundaries.
- Alert school office 01483 274315 and search school grounds.
- Searching staff to keep in contact with nursery by mobile phone.
- If the child is not located immediately Manager/person in charge will contact the police.

INFORMATION FOR THE POLICY

- Address of setting (found on office door)
- The next of kin of child
- Detailed description age, sex, working down from head to toe with as much clothing description as possible
- The circumstances of the incident, where they were last seen and how long have they been missing.
- Manager/person in charge contacts child's parent/carer.
- If child is found injured member of staff phones for help and administer first aid.
- Using the incident sheet, the incident should be documented including conversation and advice from the police.
- The owner must inform Ofsted of the incident. The incident and outcome must be put in writing.
- Risk assessment should be carried out and amended accordingly. This will be reviewed at staff meeting.

MISSING CHILD FOREST SCHOOL PROCEDURE	<p>1. When discovery of missing child use Forest School call back, '1,2,3 where are you?' and recall rest of group. Inform all staff of situation</p> <p>2. Forest School Leader to allocate staff deployment. 2 members of staff to stay with main group and sing/read story and other 2 members of staff to search the woodland for a maximum of 10 minutes (Staff mobile phones to be used solely for the purpose of missing child communication)</p> <p>3. Call the police, or ambulance if child is found injured and administer first aid – Location – Wanborough Lane, GU6 7DT</p> <p>4. Notify parent/carer 5. Log incident, inform Ofsted 6. Revise risk assessments accordingly</p>
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