

## Park School Nursery Missing Child Policy

Children are closely supervised throughout the day by Reception/Nursery staff. During the day, the children may move between indoor and outdoor activities under the supervision of staff. To further ensure the children's safety, we have the following systems in place:

- In the Nursery, the gates are locked at all times, and access is gained via the doorbell signposted.
- In Reception, which is located in building no.49, the gate is locked at all times and access is only available via the School Office.
- All playground gates are locked during the day.
- If a child leaves during the school day for any reason, parents collect their child from their designated room or School Office to receive a full handover from the nursery staff/office staff.

In the unlikely event that a child appears to be missing within the school/nursery, the following procedure will be followed:

1. A senior member of staff will be informed immediately, and all available staff present will be deployed to start an immediate and thorough search.
2. A member of SLT will be informed and will also carry out a search of the area.
3. Other adults in the vicinity will be asked if they have seen the child.
4. If appropriate, on-site security will also be informed, and a description of the child/children will be given via walkie talkies.
5. After 15 minutes, in the event of the child not being found, the Head will immediately inform the police, the parents/carers.
6. During this period, staff will continue searching for the missing child, while other staff will work to maintain as near to normal a routine as possible for the rest of the children.
7. Any parent or carer who finds a lost child must bring them immediately back to the school office.
8. A member of SLT will meet the parents/carers and police.
9. A member of SLT will await instructions from the police.
10. Any incidents where the child has been lost for longer than 15 minutes must be reported to the Group Safeguarding Lead, Jo Storey, as soon as possible and recorded on the appropriate platform.
11. Any incident where the child has been lost off-site must be reported as a "Near Miss" in the system.
12. Relevant local authorities and regulatory bodies will be contacted and informed of any incidents within 24 hours.

The Headteacher/Nursery Manager must keep in mind at all times, and act upon, the primary principle laid down in the Children Act – the welfare of the child is paramount.

**Policy Owner:** LM/RM

**Last Reviewed:** March 2025

**Date of Next Review:** March 2026