

## 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 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.
- Statutory staff-to-child ratios are maintained.
- Regular headcounts and registers are completed.
- Ensuring gates, doors and fences are secure.
- Supervising all transitions between indoor and outdoor environments.
- Completing risk assessments for outings and visits.
- Ensuring all visitors follow signing-in procedures.

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 staff will also be informed, and a description of the child/children will be given via walkie talkies.
5. If a thorough search of the premises and immediate surrounding area does not locate the child, the nursery management will make an immediate assessment of risk. Where there is any concern that the child may have left the premises or may be at risk of harm, the police and parents/carers will be contacted without delay.
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, Mrs Basia Lubaczewska, 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. Where required, the nursery will notify Ofsted, the Local Authority Designated Officer (LADO) and other relevant agencies in accordance with statutory safeguarding and reporting requirements.
13. Parents/carers will be kept informed throughout the incident and updated regularly regarding actions taken.

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.

#### **Missing child during an outing or visit**

If a child goes missing during an outing, staff will immediately secure the safety of the remaining children, alert venue staff where appropriate, conduct an immediate search and notify senior leaders. The police and parents/carers will be contacted as soon as reasonably practicable following a risk assessment.

#### **Following the incident**

A detailed written record will be completed as soon as possible following the incident. This will include:

- The time the child was identified as missing.
- The circumstances surrounding the incident.
- Actions taken.
- Individuals involved.
- Time the child was located.
- Recommendations to prevent recurrence.

#### **Post incident review**

Following any missing child incident, the Headteacher/Nursery Manager will conduct a review of procedures, staffing arrangements, supervision levels, environmental security and risk assessments. Any required improvements will be implemented promptly.

**Policy Owner:** LM/RM

**Last Reviewed:** August 2026

**Date of Next Review:** August 2027