



## **Rosemary Nursery School and Children's Centre**

### **Missing Child Procedure**

If a child goes missing, even for a few minutes, the key person or member of staff who has responsibility for the child at that time must inform the most senior member of staff present. If this occurs during a trip, the alert may be made by phone to the Group Leader.

The same staff member must also record this on an incident sheet, to be submitted to the Designated Safeguarding Lead. NB Recording the incident must not take precedence over finding the child and may be completed afterwards.

#### **If a child is missing from the premises**

1. If a child is thought to be missing after arriving at the premises, tell a senior member of staff immediately. This will normally be the Deputy Head, Team Leader or most senior teacher present. S/he will make a careful check of all the children present to confirm who is missing.
2. The senior leader will then organise a thorough check of all exits and possible hiding places- doors and gates, outside areas, toilets, sheds, cupboards. She will discreetly alert Reception staff. This check must be carried out quickly without panic or giving alarm to other children or visitors on the premises.
3. The other children should be kept together with an appropriate number of staff while the check is being carried out. This is to ensure that, if the child is, indeed, missing, no other child can go missing via the same route.
4. If the search is unsuccessful and the child is still missing after 5 minutes, the senior member of staff or person acting on her behalf, for example, the Administrator, must contact the police on 999 and the parent/carer of the missing child.
5. Be prepared to give the police the following information:
  - Your name
  - The address of the Nursery School and Children's Centre
  - What has happened
  - Child's name, age and address
  - Time of incident
6. Continue the search after calling the police. Think about where, when and with whom the child was last seen.

## Off The Premises

1. On trips away from the school, children should be divided into groups with no more than four children with each adult and a minimum of two adults per trip. This maximum number will vary according to the children's needs and levels of maturity. Decide in advance how to arrange the groups. For example, it may be sensible to take six children out between two staff but one member of staff has responsibility for four children and the other has responsibility for two. It is always better to join two groups together with two adults than to have smaller groups with one adult. This is in case the adult has an accident and is unable to call for help.
2. Make sure you know who you are responsible for, including their names and what they are wearing. Ensure you have the children's personal contact details with you so that you can contact parents/carers in an emergency. Think whether any of them are liable to wander off and how you can avoid this.
3. Make sure the children know who is responsible for them, including your name and what you are wearing, that they know not to stray and that they know they must ask if they want to go anywhere, such as to the toilet.
4. Give children labels or badges with the school's name and contact number on them. Make sure you know the names of the others in their group.
5. Tell the children what to do if they lose you:
  - Stay where you are - we will come back to look for you
  - Look around you - can you see your group or one of the other groups?
  - If it seems like a long time before we find you, who can you talk to?
    - Someone in uniform from the attraction you are visiting
    - A uniformed policeman or woman
6. Decide how often you need to take a headcount of your group. This will depend on the children and the activity. If on taking a headcount you think a child is missing, contact the senior leader immediately.
7. Keep your group still and together. If you have another adult with you, one of you should retrace your steps (to a pre-agreed distance, for no more than five minutes)
8. If the child is still missing after 5 minutes, inform the staff of the attraction and ask for their help in finding the child and contact the police on 999. Be prepared to give them the following information:
  - Your name and where you are.
  - What has happened.
  - Name, age and address of the child.
  - Time of incident.

9. Contact the parent/carer of the missing child and inform them of what has happened and the steps that are being taken to find their child. Ensure the senior leader knows what actions have been taken.
10. Continue the search after calling the police. Think about where, when and with whom the child was last seen.

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