



VENN BOULEVARD NURSERY

MISSING CHILD POLICY

| Reviewed By | Approved By | Date of Approval | Version Approved |
|-----------------|--------------|------------------|------------------|
| Claire Goodaire | Venn Academy | Sept 2021 | 1.1 |
| Gill Brigham | Venn Academy | Sept 2023 | 1.2 |
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Policy Statement

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the offsite procedures and exit/entrance procedures to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Child Going Missing on the Premises

- As soon as it is noticed that a child is missing the keyworker/staff will alert the Nursery Manager and the Senior Leadership Team.
- The Manager will carry out a thorough search of the building and outside area.
- Parent/carers will be contacted and social care if the family have a designated social care.
- The child will be reported missing to the police.
- The manager will talk to staff to find out when and where the child was last seen and record this on a contact record.
- Ofsted will be informed.

Child Going Missing on an Outing

If the policies and procedures are being observed it is very unlikely a child will become separated or lost during an outing. If a child goes missing from a group, no other children should be left unattended at any time.

The manager will contact the school, Headteacher and parent/carers immediately.

The police will be informed and all the children will be returned to the Nursery.

At the end of the day the managers will complete an incident report.

Ofsted will be informed.

Policy written by: Claire Goodaire & Gill Bringham

Reviewed: September 2023