



Highfields Independent School and Day Nursery

EYFS Missing Child Policy

Last Reviewed:	September 2, 2019	Approved on:	09.10.19
Committee Responsible:	Pupil and Personnel		
Approved by:	Full Govs	Next Review:	Autumn 2021

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

Procedures:

Child going missing on the premises

As soon as it is noticed that a child is missing the key person /staff must alert the EY Lead, Anna Saunders.

- The EY Lead will inform the Headteacher and School Office and immediately instigate a thorough search of the nursery / school and garden/grounds reporting back immediately of outcome.
- A designated member of staff must check all doors and gates to see if there has been a breach of security, whereby a child could wander out, and report back to the EY Lead.
- If the child is not found within 10 minutes the EY Lead must contact the parents and report the missing child to the police and the designated safeguarding officer. Describing the child: hair colour, eye colour, approximate height and clothing.
- The EY Lead will then talk to the key person/staff to establish where the child was seen last and at what time, all this information will be recorded.
After the incident, a full written report must be produced detailing:
 - a) who was responsible for the child
 - b) when the child was last seen
 - c) future actions as a result of this incident
 - d) any other conclusions.

Child going missing on an outing

As soon as it is noticed that a child is missing, staff on the outing must gather all the children together with their designated key person/staff and they must conduct a roll call and head count.

A designated person will immediately instigate a search the vicinity for no longer than 10 minutes ensuring all the other children are safe and all together. The designated person will also call the school to inform them that they are searching for the child and the Headteacher / EY Lead will remain near the phone for effective communication.

If the child is not found the EY Lead will inform the named responsible person to contact the police to report the incident and the Manager will contact the designated safeguarding officer and the child's parents asking them to make their way to the venue. The named responsible person will ensure full details are given to police of when the child was last seen and where including what the child was wearing, hair colour, eye colour and height.

The EY Lead will then talk to the key person/staff to establish where the child was seen last and at what time, all this information will be recorded.

The named responsible person in on site must remain at the venue and wait for the police and the rest of the staff must take the remaining children back to the setting.

After the incident, a full written report must be produced detailing:

- e) who was responsible for the child
- f) when the child was last seen
- g) future actions because of this incident
- h) any other conclusions