At Stebbing Green Day Nursery, the children’s safety is paramount. We do not leave children unsupervised. Children are always in sight or sound of those staff responsible for them. We are always alert to the possibility that children can go missing. To minimise the risk of this happening staff will carry out periodic head counts, particularly when moving between the garden and the nursery.

**Missing Child on the premises**

If a child cannot be located, the following steps will be taken:

* All staff will be informed that the child is missing and ensure the Manager and deputy have been informed.
* The Manager will initiate a thorough search of the building and grounds.
* We will ensure other children are not missing by gathering children into a group and taking the register.
* We will ensure the remaining children are not left unattended.
* After 10 minutes the police will be informed. The manager will then contact the child’s parents or carers.
* Staff will continue to search for the child whilst waiting for the police and parents to arrive.
* We will maintain as normal a routine as possible for the rest of the children at the nursery.
* The manager will liaise with the police and the child’s parent or carer.

**Lost on outings**

* All staff present will be informed and an immediate and thorough search made ensuring all other children are well supervised.
* If appropriate on-site security will also be informed and a description of the child/ren given.
* In the event of a child not being found, the designated person in charge will immediately inform the police.
* The designated person in charge will inform the nursery who will contact the child’s parents giving details of what’s happened.
* Staff from the nursery will be sent to assist the safe return of the other children.
* At least one member of staff will remain at the scene whilst others return to the nursery with the children. This member of staff will continue to search for the child/ren.
* The remaining member of staff will meet the police and parents when they arrive at a designated point.

**On return**

* We will not tell the child off but make them feel welcome and reassured.
* Check the child’s physical condition and administer first aid if necessary.
* Notify the people out searching.
* The incident will be recorded in the **Incident Log** and a record of the event will be put on the child’s file for future reference.
* We will try to find out what happened.
* A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Social Care were involved in either incident, we will also inform Ofsted.

**Useful numbers**

Police: 0300 333 4444

Social Care: 0345 603 7627

Ofsted: 0300 123 1231

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| This policy was adopted by: Stebbing Green Day Nursey | Date: 06.12.2024 |
| To be reviewed: December 2026 | Signed: Terri Barnett  |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024):Safeguarding and Welfare Requirements: Information for parents and carers [3.73] .*