

## **Colleges Nursery and Family Centre**

### **Missing Children Guidance**

Colleges Nursery and Family Centre has the highest regard for the safety of the children in its care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transition points between sessions (in addition to the registration procedures). If for any reason a member of staff cannot account for a child's whereabouts during a session the following procedure will be activated:

- The Head teacher/Childcare Manager and the rest of the staff team must be informed that the child is missing.
- A thorough search of the entire premises will commence.
- The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Head teacher/Childcare Manager will nominate as many members of staff as possible to search the area surrounding the premises.
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the Centre.
- If after ten minutes of thorough searching the child is still missing, the Head teacher/Childcare Manager will inform the police and then the child's parents/carers.
- While waiting for the police and the parents/carers to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children.
- The Head teacher/Childcare Manager will be responsible for meeting the police and the missing child's parents/carers. The Head teacher/Childcare Manager will co-ordinate any actions instructed by the policy, and do all they can to comfort and reassure the parents/carers.

Once the incident is resolved the Head teacher/Childcare Manager and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Centre's Health and Safety Policy and risk assessments).

All incidents of children going missing from Colleges Nursery and Family Centre will be recorded on an Incident Record Sheet, and in cases where either the police or social care have been informed, Ofsted will also be informed, as soon as is practicable.

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