

Lost Missing Child Policy

The welfare of the children in our care is paramount. EVERY member of staff has equal responsibility in ensuring the safety of the children and knowing where they are.

Security and the child's safety is of the utmost importance at Springboard Nursery. In the rare event of a child is reported missing the following actions will be followed:

- Staff will remain calm! One member of the staff will watch over the rest of the children in a safe place with minimal disruption whilst others search the immediate and surrounding areas. The most senior member of staff will assign others to cover all possible areas.
- All "hideaways" will be explored such as house areas, toilets, sleeping areas, tents, and under tables.
- If after a thorough search it proves unsuccessful in establishing the whereabouts of the child, the emergency services and the parent/ carers will be contacted.
- The parent/ carers will be informed every ten minutes of progress.
- On the arrival of the emergency services and the child's parent/ carers the manager will be responsible for informing them of all information with respect to the missing child and what action has been taken.
- Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again. This will then be put into a report by the manager and sent to Ofsted.

Preventive systems in place to minimise the risk of children going missing:

- High security on the main door (fob access only).
- Secure windows.
- Vigilant staff.
- Children counted at regular intervals.
- Staff are required to register the child's arrival and departure.
- Key people of new children always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go.
- Parent/ carers are advised of our security procedures and will be given opportunity to discuss any concerns, particularly if their child has an adventurous nature.
- Parent/ carers are made aware of the need of supervision of children at all times especially of their responsibility to ensure their child's arrival and departure is noted by a member of staff.
- Children are always counted before going out to play and again when they are lining up to come back indoors. A member of staff will always be at the end of the line to ensure no children are left outside.

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023