

Missing Child Policy

There are a limited number of situations where a child may be considered to be missing. These times are as follows:

- A child becomes missing from the school or centre.
- A child has become separated on a school or centre outing.
- An unapproved adult takes a child from the school or centre.

Procedures 3-5s

- Doors open at 8.55am at this point parents are able to access the outdoor area. Parents are responsible for their child until they are registered. Parents are informed of this procedure during induction/settling period.
- At 9.00 a.m. two members of staff stand at the wooden gate in the 3-5's playground. The classroom doors open once staff are standing at the gate. Parents / carers go to the registration area, inform the adult completing the register that their child is in and place a name badge on their child.
- Door closes at 9.20am. This enables all parents to register their children before the registers are taken to the office. This ensures all children at nursery before 9.20am are marked present in the register.
- Parents arriving after 9.20am must wait in Reception area and sign the late book. Parents are not permitted to enter the classroom after 9.20am.
- When room staff bring the registers to Reception at 9.30am the late children are marked present in the register and then accompanied by staff to the classrooms.
- Calls are made to parents of children who are absent where a message has not been received. Calls are made to parents when children are repeatedly absent.
- A member of the Senior Leadership Team is informed of any absent children whose parents cannot be contacted.
- Numbers are collated on the daily numbers sheet
- In each class the white board is used to display the total numbers of children who are in attendance.
- If a child is collected by the parents/ carers midsession the child's name is displayed on the class white board in order to inform staff of the absence.
- If a child arrives late the white board is amended to ensure numbers are correct at all times during each session.
- If a child is collected by an adult other than their usual collector, the adult collecting must give an agreed password or have telephone confirmation from the parent to the member of staff who is handing over the child. The office will call the parent back and confirm parents phone number is on list of collectors (records to be regularly updated)
- If a child is collected early by an adult other than their parent the office will check the authorised collectors list
- At the end of each session during group times the Key person will carry out an informal role call collecting the badges from the children who are leaving.
- These procedures are repeated again at 12.40 for the Afternoon children. On a Wednesday due to part week places the door is open early at 12.30pm.
- At collection time, adults leading a group who aren't familiar with the children to be supported by other staff members.
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Procedures Under 3s

- On arrival each child is accompanied by their parent/carer into the room and received by a member of staff.
- Children collect their name and add it to the whiteboard, then proceed to collect their badge.
- As children arrive the member of staff on an early shift adds name and time of arrival to the register.
- Registers are taken to the office at 9.30 and collected again at 12pm in order to receive afternoon children, the registers are then returned to the office at 1.30
- At 3.00 the registers are collected for the third time in order to sign the children out who are attending extended day.
- At the end or during the day if a child leaves the member of staff on a late shift marks the time of departure in the register.
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Procedures for the Ellen Brown Building

- The under 5's room has a secure buzzer entry system which is operate by the staff within the Ellen Brown Centre
- The buzzer is positioned at a height that young children will be unable to reach
- At the start of a session it is the responsibility of the staff running the session to ensure that security is in place. Gate closed, door secure, etc.
- Parents/carers and children sign in on arrival
- Parents/carers are responsible for their child at all times and signage in the room makes this clear
- When parents first attend the centre they complete registration forms with the staff working at Ellen Brown. Centre guidelines are made clear at this point including the expectation that parents are responsible for their child at all times.
- It is made clear to parents that if they need to leave the room for any reason they are expected to take their child with them or arrange for a friend or relative to take responsibility for their child.
- One adult is based in the room and the other member of staff is based in the garden.
- If parents/carers need to talk to staff the staff member must ensure the child continues to be supervised.
- Parents are responsible for taking their child to the toilet.

Procedures for the Crèche (In addition to the above)

- A register is kept during the session
- The number of children in the session is displayed on a small white board on the notice board
- Child ratios are adhered to during all sessions. This is organised in advance of crèche sessions.
- At least one member of staff at each session works at Ellen Brown on a long term basis.
- The lead member of staff is responsible for ensuring that parents collect the correct child from the crèche session.
The lead member of staff is responsible for collecting the register and ensuring all children are safely evacuated in case of an emergency, making sure children leave with the correct adult.

Incidents occurring at the School/Centre

In such cases, the following action should be taken:

- One or more members of staff should search the building, garden and immediate vicinity, while still ensuring that the remaining children are sufficiently supervised.
- Staff should remember the safety of the other children, with regard to supervision and security, gathering them indoors, checking numbers against the register, and noting the time.
- The senior practitioner in the child's room should delegate search responsibilities to other members of staff and alert the Headteacher, who will make enquiries of relevant members of staff as to when and where the child was last seen.
- If the child cannot be found within fifteen minutes, then the police and parent/s must be informed.
- Searching should continue, opening up the area, and keeping in touch by mobile phone with all individuals concerned.

Incidents occurring outside the School/Centre

- If the child is missing along with the parent helper accompanying them. Attempts to be made to contact the parent on their mobile phone.
- If the child is missing while on an outing away from the building, contact should be made with the Headteacher.
- Staff should refer to the Missing Child procedures of the place of the visit, if appropriate.
- If the child cannot be found within fifteen minutes, then the police and parent/s must be informed.

Unapproved collections

- If an unapproved adult has collected the child, the police may need to be contacted after consultation with the child's parent or carer.

Security

- If there is concern that a lapse of security may have taken place at the School/Centre, the children should be gathered and numbers checked against the register, to verify that all children have stayed on the premises.

Special Family Events within the Centre

Parents have responsibility for their child while on premises at all times. If a child goes missing during an event the Headteacher or person responsible should be informed immediately. A search should be carried out and if the child is not found within 15 minutes the Police informed.

When any situation has been resolved, members of staff should review the circumstances, complete a risk assessment and put in place measures to reduce the likelihood of a similar event occurring in the future.

They should also be regularly creating opportunities to sensitively help children learn about keeping themselves safe from harm, as required by the Early Years Foundation Stage.

Under the statutory requirements of the Early Years Foundation Stage Framework, if a child has gone out of the school or gone missing while on an outing, the incident must be reported to OFSTED.

OFSTED
Piccadilly Gate
Store Street,
Manchester M12 WD
Telephone: 0300 123 3153
E-mail: [enquiries @ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

A prompt verbal report outlining the circumstances should be made to the Chair of Governors, followed by a written report to be presented to the next meeting of the Governing Body of the Centre.

Kintore Way Nursery School & Children's Centre

Policy Name

Missing Child Policy

Adopted and signed on behalf of the Centre by the Governing Body at the meeting on

Chair of Curriculum Committee

Name of Governing Body Representative

Signature of Governing Body Representative

Date signed _____

Date to be reviewed: Spring 2018