

**Good Shepherd Nursery Unit**

Missing Child Policy

Our children’s safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out indoor, outdoor, visitor and educational trips Risk Assessments to ensure the security of the children is maintained at all times.

The nursery has in place the following systems for the protection of our children:

* The children are carefully supervised at all times
* Appropriate Adult:Child ratios are maintained
* The Gates in the garden and playground area are bolted at all times
* The front door is fitted with a security lock system which only staff are permitted to operate using the release button *(out of children’s reach)*
* The first set of gates closest to the front door are shut and bolted during session times
* The main school gate at the bottom of the path is locked
* An accurate register is kept at the door in both nursery classrooms
* Visitors are signed in and out of the nursery by a member of the nursery team
* Children arriving late or leaving nursery early have to be signed in/out by a parent/guardian
* Headcounts are carried out at various stages throughout the nursery day
* Systems are reviewed regularly

**In the unlikely event of a child going missing from nursery:**

* Nursery Staff will immediately undertake a search of the nursery and the immediate vicinity
* All remaining children will be gathered and marked against the daily register and sign out book to ascertain who has gone missing
* The nursery Leader will notify the principal immediately
* Doors and gates will be checked to see if there has been a breach of security whereby a child could have got out
* If, following a thorough search of the nursery and immediate vicinity, the child cannot be found then the police will be called and the child’s parents will be notified without delay

**In the unlikely event of a child going missing on a school trip:**

* Nursery staff, volunteers and accompanying parents will gather all remaining children together and carry out a headcount using the class register
* One staff member will go and search the immediate vicinity
* The principal is informed, if she is not on the outing and where possible will make her way to the venue to aid the search and be the point of contact for the police as well as support staff
* The police are contacted and the child is reported as missing
* The nursery leader will then contact the child's parents without delay
* Nursery Staff, volunteers and accompanying parents will take the remaining children back to the nursery
* In an indoor venue, nursery leader will alert the venue's security who will help with the search

Policy written: March 2021 Reviewed: March 2023