

## Missing Child Procedure

If a child is thought to be missing then immediate action must be taken and procedures followed in order to relocate the child as quickly as possible. Due to a high level of security from the 'outside' during nursery hours it is often probable that a child may be 'missing' just because they are not where they are thought to be or should be. However if this proves not to be the case then the need for prompt action is paramount. Therefore the following steps must be taken:

1. Upon noticing a child is missing the member of staff must alert the most senior person in their area to the situation.
2. The senior must ensure that all the remaining children are adequately supervised and undertake a room by room search for the missing child; this should include toilet areas, cupboards and outside play areas.
3. If the child is not located by this time then the Deputy Manager or Manager must be informed of the situation immediately.
4. A further search will be carried out by the Deputy Manager or Manager who will also speak with all members of staff, including any that may have left for the day, to ensure the child has not been collected by a legitimate parent or carer.
5. If the child is still found to be missing then the Deputy Manager or Manager must inform the following:
  - i) The Police and if appropriate other Emergency Services
  - ii) The parents or carers of the child
  - iii) OFSTED and The Social Services Officer
6. The matter will then be pursued by these authorities as appropriate.

The company must at all times be considerate of the child's needs and the parents feelings should such an incident occur. All members of staff must understand their duty under the Children Act 1989 inasmuch that the welfare of the child remains paramount.

