

Missing Child/ Children Policy

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

Merry go Round Day Nursery makes every effort to ensure children's safety whilst in their care, that children remain within the setting and staff know where all of the children are, all of the time.

In order to do this:

- The front door is locked during sessions using coded keypads for access into the nursery rooms
- A register is taken to ensure that all children are accounted for.
- The times of arrival and departure of all children will be entered on the register.
- On visits out of the Nursery, for example to the park, the Nursery will ensure that there is enough staff and all children are accounted for. The Manager and Supervisors will carry nursery mobile phones (with no camera) with them together with children's contact numbers.

In the event of a child (or children) going missing from the Nursery:

- The Manager will remain with the children.
- The Supervisor/Assistant and any helper will search the building and the surrounding area.
- Other helpers and parents will remain with the group.
- If, after 2 minutes, the child has not been found the Supervisor and any helper will return to the Manager to inform her.
- The Supervisor will telephone the missing child's/children's parents/carers and inform the police.
- The Supervisor and any helper will return to the search, contacting the Manager every 5 minutes.
- Once the incident has been resolved, a full investigation will take place into what happened.
- OFSTED will be told of the incident and given a copy of the report.

In the event of a child (or children) going missing during trips outside the nursery:

- The Manager/ Acting Managers will stay with the remaining children.
- The Supervisor/Assistant and any helper will search the surrounding area and return to the Manager after 5 minutes.
- The child's parents/carers will be called and the police informed. Depending on the venue, help from officials will be asked for.
- The Supervisor/Assistant and any helper will continue searching, reporting back at agreed intervals. The Manager will organise and reassure other children and helpers.
- A full investigation will take place when the incident has been resolved.
- OFSTED would be contacted and a copy of the report sent.
- Policy and Procedures would be reviewed and the Local Authority Early Years Team contacted for help and support.

Adoption Date: 1st September 2020.

Signed:

Nm Orel

Annual Review

Reviewed 1st September 2021

Reviewed 1st September 2022

Reviewed 1st September 2023

Next review 1st September 2024