

Missing Child Policy

At Peter's Patch Day Nursery, we understand that children must be supervised at all times. As a nursery we aim to ensure that room ratios are met throughout the day providing adequate staff for the number of children in attendance. At times when extra support is required - e.g., moving up and down stairs - management are on hand to give extra support.

When children are leaving their rooms to go anywhere there will always be a head count conducted. We take this very seriously and so between every stair gate throughout the building child line up at the wall and head counts are taken.

Staff will also carry out regular head counts throughout the day to ensure that all children are present who should be.

Family will be updated within a few minutes of a child arriving or leaving to ensure that this record is kept up to date as reference and for the office to know how many children are currently in the building in the event of a fire. All staff have a responsibility for keeping these records accurate.

The main nursery door is operated on safety release button which should prevent children releasing the door without an adult's help. We ask all parents and staff to ensure that the door is kept tightly closed when not in use to ensure this is the case.

Child safety gates are located throughout the nursery and must be kept closed at all times to ensure the children can not pass from one area of the nursery to another without the necessary adult. Again, we ask all parents and staff to ensure that gates are closed once they have passed through them.

Our aim is to never leave a child unsupervised or have a child go missing from the nursery and the above measures help greatly in the prevention of such an event. However, should a child go missing whilst in our care, the following procedure will apply:

Staff will notify management immediately that a child is missing.



Management, along with any free staff, will begin a thorough and systemic search of the nursery, playground, car park and surrounding garden areas. If possible a CCTV search can also be carried out tracking their last known movements.



If the child can still not be located, management will contact the police.



Management will then contact the parents and explain the situation.



Staff will continue searching which we wait for the police and parents to arrive and give further guidance.



The search will continue until the child is found - staff will support the police in whatever way necessary for as long as possible.



Once the child is found - a full incident report will be recorded. This will be shared with the Early Years Team / Out of Hours at the earliest possible opportunity. There will be a full and thorough investigation into the incident which will be guided by the Early Years Team and Human Resources.

Should a child be found unsupervised in our care, the following procedure will apply:

Staff will notify management immediately that a child has been found unsupervised.



The child will be comforted and cared for by management until they are able to return to their room.



Management will inform parents of the incident, explaining that a thorough investigation will be carried out and they will be informed throughout.



Management must inform the Early Years Team or Out of Hours as soon as possible following the incident. There will follow an investigation into the incident guided by the Early Years Team and Human Resources.



Management will keep parents updated each week as the investigation progresses or as a significant discovery is made. Parents will also be made aware of the complaint's procedure should they wish to do this.



Investigations will continue until a suitable outcome can be reached. All decided upon measures will be implemented and explained to staff at the earliest opportunity.

Updated: November 2024