

# Halfway Nursery Infant School



# Missing Child Policy

Date Policy Written / <b>Updated:</b>	November 2018
Date Policy accepted:	
Date of Next Review:	November 2019
Signed (Headteacher)	
Signed (Chair of Governors)	
Minute Number	

# **HALFWAY NURSERY INFANT SCHOOL**

## **MISSING CHILD POLICY**

Halfway Nursery Infant School has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore, staff will undertake periodic head counts, especially at the transition points between sessions. If for any reason a staff member cannot account for a child's whereabouts, the following procedure will be activated:

- The headteacher and the rest of the staff must be informed that the child is missing;
- A thorough search of the entire premises will commence;
- Staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised;
- Staff will conduct a search of the area surrounding the premises and one member of staff will trace the route back to the child's home address;
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the school or nursery;
- If after 10 minutes of thorough searching the child is still missing, the headteacher will inform the police, and then the child's parents;
- While waiting for the police and the parents to arrive, searches for the child will continue. During this period, other staff will maintain as normal a routine as is possible for the rest of the children at the school;
- The headteacher will be responsible for meeting the police and the missing child's parents. The headteacher will co-ordinate any actions instructed by the police, and attempt to comfort and reassure the parents.

Once the incident is resolved, the headteacher and staff will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Risk Assessment for the particular area within the school).

All incidents of children going missing from the school or nursery will be recorded on an Incident Record Sheet, and in cases where either the police or social care have been informed, Ofsted will also be informed, as soon as is practicable.

# HALFWAY NURSERY INFANT SCHOOL

## MISSING CHILD INCIDENT FORM

<b>Date of incident</b>	
<b>Location of incident</b>	
<b>Child(ren) involved in incident</b>	
<b>Supervising adult(s) at time of incident</b>	
<b>Details of incident</b> <i>Please include details of how long the child was missing; who was involved in the search; whether the police, parents/carers and/or local authority child protection team were informed; how the incident was resolved.</i>	
<b>Suggestions to improve procedures</b>	
<b>Report completed by</b>	
<b>Date report completed</b>	