



Missing Child Policy

EYFS overarching legal requirement :

Providers must take all necessary steps to keep children safe and well. (3.2
pg 16)

Every Child Matters Outcome: Staying Safe

This policy applies to

1. Childcare Register (CR) both parts
2. Early Years Register (EYR)

Policy

We are committed to ensuring that we keep children safe and secure within our care at all times. If the nursery was faced with the extremely unlikely event in which a child in our care becomes lost or missing these procedures would be followed.

We will maintain regular contact details for Parents/carers especially mobile phone numbers in case of an emergency.

Procedure

In the event of a child going missing from the nursery, or being lost on an outing the Person in Charge will:

- Contact the Police on 999
- Contact the nursery (if the incident has happened whilst the children are on an outing)
- Undertake a full and thorough search of the immediate area ensuring first that all other children are safe and appropriately supervised



It is important that the person in charge makes a note of the circumstances surrounding the disappearance in order to help the police as much as possible with their investigations. The police will then be able to inform the person in charge about informing the parents/carers of the child and the next steps. The nursery will review this policy after any incident or accident that occurs to ensure that they are effective.

The nursery should also send a full report to:

- The local Child Protection Unit
- Ofsted Complaints, Investigation & Enforcement Team (CIE Team)

Relevant Numbers:

The Local Authority Designated Officer in Wigan: Diane Kitcher

- Telephone: 01942 486042
- Out of normal office hours: 01942 828300

Ofsted **0300 1231231**

Police **111/999**

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