



MISSING CHILD POLICY AND PROCEDURE

- Quietly inform staff members that a child has gone missing.
- Identify who has gone missing.
- Gather the rest of the children together, and ask if anybody remembers seeing the missing child.
- Nominate two staff members to search for the missing child.
- Continue a quiet game to occupy the other children.
- Search the grounds, toilet area, road access etc
- Contact the Nursery Manager and inform them of the situation. Have details of the missing child:-
 - Child's name, age, description of what they were wearing, any medical problems, and where and when the child was last seen.

Policy Adopted by St Pauls Walden Nursery
Signature
Signature
Review Date

March 2017
Position: Committee Chair
Position: Manager
March 2018

- The two staff will continue their search, extending the area to be covered, other staff will join the search if available.
- Other staff will stay with the children and check that they are all present against the register and signing in sheet.
- The senior member of staff in charge will coordinate the search, continuing to communicate with the staff.
- The senior member of staff in charge will make the decision to call the police and parents, when necessary.
- The remaining group of children should be kept well occupied and supervised at all times.

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