



Procedure in the event of a child going missing from the nursery school

At Storybook Montessori we are committed to promoting children's safety and welfare. In the unlikely event of a child going missing from the nursery school or while on an outing, we have the following procedures which must be implemented immediately:

All staff are aware of the procedure to be followed when a child goes missing and the information needed to support the search, for example a recent photograph of the child and a detailed description of clothing.

- The nursery manager will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate and thorough search of the nursery school building and grounds, followed by a search of the surrounding area, whilst ensuring that adequate staff remain with the other children so they remain supervised, calm and supported throughout.
- The manager will call the Police as soon as they have been informed that the child is missing (while internal and external searches are taking place) and follow Police guidance. The parents of the missing child will also be immediately contacted although this should not take precedence over or delay the call to the police. Should the child be found on the premises or in the nursery school grounds then the manager should immediately inform the Police that the child has been found and is safe and well. Similarly parents should be informed as soon as the child has been found.
- If the child is not found, a second search of the area will be carried out and staff should continue to search for the child until the police advise otherwise
- The manager will meet the Police and parents.
- The manager will follow instructions from the Police.
- In the unlikely event that the child is not found, the nursery school will follow the Local Authority and Police missing child procedure.
- Any incidents must be recorded in writing as soon as practicably possible, including staff and children present, who was lost, time identified, notification to Police and parents and the findings and outcome.
- Ofsted must be notified of any such incident as soon as is reasonably practicable but at the latest within 14 days of the incident.
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. The leadership team will provide this or seek further support where necessary.
- In any cases with media attention staff must not speak to any media representatives. The nursery manager and proprietor will prepare and agree any press/media statements.

- A post-incident review of procedures and risk assessments will be conducted following any incident of this nature to look at lessons can be learnt and to reduce the chance of a reoccurrence.

Procedure in the event of a child going missing whilst on an outing

At Storybook Montessori, we are committed to promoting children's safety and welfare. This includes where children are on outings and visits. We carry out regular head counts of children throughout any outing or visit. Staff are assigned specific children on trips and outings and children wear easily identifiable badges/clothing (badges and clothing do not identify individual children by name) to show that they are part of the Storybook group of children. In the unlikely event of a child going missing whilst on an outing, we implement the following procedure immediately:

All staff are aware of the procedure to follow when a child goes missing and the information needed to support the search, for example a recent photograph of the child and a detailed description of clothing.

- The designated person in charge and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout.
- The designated person in charge will immediately inform the Police.
- If appropriate, on-site security will also be informed and a description given.
- The designated person in charge will then inform the nursery school who will contact the child's parents giving details of what has happened. If the whole nursery school is on an outing, all contact details will be taken on the trip by the person in charge.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children.
- The designated person in charge and the nursery manager will agree how the remaining children are safely transported back to the setting.
- It will be the designated person in charge or the managers responsibility to ensure that there are adequate staff to care for the children and get them back safely in addition to ensuring that there is a member of staff to meet the Police and sufficient staff to continue the search (this may mean contacting relief/off dutystaff).
- Any incidents must be recorded in writing as soon as practicably possible including staff and children present, who was lost, time identified, notification to Police and parents, and the findings and outcomes.
- In the unlikely event that the child is not found, the nursery school will follow the Local Authority and Police missing child procedure.
- Ofsted must be notified of any such incident as soon as is reasonably practicable but at the latest within 14 days of the incident.
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. The leadership team will provide this or seek further support where necessary.
- In any cases with media attention staff must not speak to any media representatives. The nursery manager and proprietor will prepare and agree any press/media statements.
- A post-incident review of procedures and risk assessments will be conducted following any incident of this nature to look at what lessons can be learnt and to reduce the chance of a reoccurrence.