

## **Missing Children Policy and Procedures**

**Cambridge Nursery Federation 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 members of staff will undertake periodic head counts, especially at the transition points between sessions. If for any reason a member of staff cannot account for a child's whereabouts during a session, the following procedure will be activated:

- The Headteacher / Deputy Headteacher and the rest of the staff must be informed that the child is missing.
- A thorough search of the entire premises will commence.
- The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Headteacher will nominate as many members of staff as possible to search the area surrounding the premises.
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the nursery.
- If after 10 minutes of thorough searching the child is still missing, the Headteacher will inform the police and then the child's parent/carer.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children.
- The Headteacher will be responsible for meeting the police and the missing child's parent/carer. The Headteacher will coordinate any actions instructed by the police and do all they can to comfort and reassure the parents/carers.

Once the incident is resolved, the Headteacher and the staff will review relevant policies and procedures and implement any necessary changes.

All incidents of children going missing from the 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 possible.

The Cambridge Nursery Federation Governing Body is committed to promoting quality and diversity, providing an inclusive and supportive environment for all. We are committed to equal opportunities and the promotion of non-discriminatory practices in all aspects of work undertaken within the Federation.

The Governing Body is committed to safeguarding and promoting the welfare of children. We expect and require all members of the school community to share this commitment.