



MISSING CHILD PROCEDURE

ON THE PREMISES

Keep all the children in their room, then double check the register and signing in book.

Check all around the premises again, toilets etc.

Send one member of staff outside to check the immediate vicinity of the nursery; it is unlikely a child will have gone far.

IF YOU ARE ABSOLUTELY CERTAIN A CHILD IS MISSING, PHONE THE POLICE, CONTACT THE MANAGER and inform the Head of Prep.

Keep a note of events in the children's diary in the office, times etc.

The Manager or Deputy Manager will contact our insurers to cover ourselves if necessary

BEST OF ALL, DO NOT LOSE A CHILD!

OFF THE PREMISES, ON A TRIP

Gather all the children in one clear spot, preferably somewhere that the group has just visited or is familiar to the children (like the duck pond)

Keep all the children together and double check numbers.

**DO NOT MOVE FROM THE SPOT.
PHONE THE NURSERY.**

Send one member of staff round the vicinity and to places just visited to check again.

IF YOU ARE ABSOLUTELY CERTAIN A CHILD IS MISSING, PHONE THE POLICE,

Give them a description and as much information as possible.

(the Manager should inform the Head of Prep immediately)

Bring the children back to the nursery, leaving one member behind, with the phone to help the police and be a familiar face.

ONLY PHONE THE PARENTS ON THE ADVICE OF THE POLICE.

Keep a note of events in the children's diary in the office, times etc.

The Manager or Deputy Manager will contact our insurers to cover ourselves if necessary

Amended - April 2021