



1.7 POLICY RELATING TO A MISSING CHILD

The safety of the Nursery children is paramount to the Brockham Green Nursery staff. The staff will ensure that all reasonable steps are taken to ensure that children do not go missing and that the appropriate individuals are contacted to allow children who are missing to be located promptly in order to minimise risk to their well-being.

Procedure to prevent children going missing.

- The door will be monitored during the arrival and departure of nursery children in order to ensure that:
 - No unauthorised adults enter the premises.
 - No nursery children leave the premises without an appropriate authorised adult.
- A door register will be completed on the inner door by a separate member of staff as each child enters the nursery.
- The door will be locked prior to the start of each nursery session.
- Visitors to the nursery will be required to ring in order to gain entry.
- A daily register of children present will be completed during the first ten minutes of each nursery session.
- If a child is to be collected by an adult who is not familiar to the nursery staff, the parent or carer must sign the door register when dropping the child at nursery, stating who the person is and providing a password.
- When the child is collected, the person must also sign the door register.
- When a child commences nursery, parents must sign to give their permission for children to be taken on walks or outings.
- Prior to children being taken on walks or outings, a risk assessment will be undertaken to establish the appropriate number of adults that should accompany the children and the walks or outings must only take place if the appropriate number of adults are available.

Procedure in the event of a missing child

- The Nursery Supervisor must be informed immediately if a child cannot be located.
- All other staff must be informed that the child cannot be located.
- The register must be checked to ensure that the child was definitely present at the beginning of the nursery session.
- A systematic search of the building must be undertaken.
- A member of staff must also search immediately outside the building.
- A member of staff must also search the Church area and the Green area.
- If the child cannot be located, the parents or carer must be contacted immediately.
- The local police station must be contacted.
- The Chairperson of the committee must also be informed.
- When the child is found, those previously informed of the incident must be contacted to state that the child has been found. Ofsted would be informed of the incident in writing.
- The child must be fully assessed to ascertain any changes in mental or physical state. If appropriate, a medical practitioner should examine the child.
- A thorough review of how the situation occurred must be undertaken by the Nursery Supervisor and the Chairperson of the committee, to ensure that it does not happen again.
- Policies should be reviewed and updated as necessary.

HSE Health and Safety Executive: www.hse.gov.uk info line: 0300 003 1747

Royal Society for the Prevention of Accidents (ROSPA):
www.rosipa.com

Date reviewed - November 2025