



'Do Re Mi Day Nursery aims to be an inspiring and imaginative place to give children the best learning opportunities and to create amazing memories'.

MISSING CHILD POLICY

At Do Re Mi the safety and security of our children is paramount. However, in the unlikely event that a child is unaccounted for, the following actions will be taken:

- The Nursery Manager will be notified immediately of the details and will initiate an immediate search of the area/premises. Doors and gates will be checked to determine if a breach of security has occurred.
- Attendance registers will be checked to ensure all other children are present.
- The staff members will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised
- If the child is not located after 10 minutes of thorough searching, parents will be contacted and the police contacted to report the child as missing.

If a child goes missing from an outing

- As soon as it is noticed that a child is missing staff will carry out a headcount to ensure that no other children are missing.
- The designated member of staff will search the immediate area.
- The person in charge/manager will be informed.
- The person in charge will contact parents/carers and the police.
- In an indoor venue staff will contact the venue's security who will handle the search and contact the police if the child is not found.

The Investigation

- The Manager will carry out a full investigation, taking written statements from all staff present at the time.
- A report will be written detailing; date and time of report, which staff/children were present, when the child was last seen, estimated time the child went missing. Copies will be given to all relevant parties.
- A conclusion will be made on how the breach of security occurred and a full review of security procedures will be carried out.
- If the incident warrants a police investigation all staff will co-operate fully. In this instance the police will handle all aspects of the investigation including interviewing staff.
- The Manager will meet with parents to go through the findings of the investigation, and the circumstances surrounding the child's disappearance.
- Ofsted will be informed and the incident will be reported under RIDDOR protocol if necessary.