



SANDOWN PRIMARY SCHOOL

AND NURSERY

Lost Children

Statement of Intent:

All precautions are in place to ensure the safe keeping of children both on and off the premises, however in the unlikely event of a child going missing and in line with EYFS requirements we have a policy and procedure in place.

Policy aims:

- To ensure there is a clear procedure to be followed in the event of a child going missing

Procedure:

In order to achieve our aims the following procedures will be followed if a child is believed to be missing:

- The Nursery Manager or senior member of staff on duty must be notified immediately
- The register will be checked to ensure no other child is missing and staff should clarify when and where the child was last seen.
- All doors/windows/gates to be checked and if there is no reason to suspect the child could have left the building a full search of the premises should be instigated, coordinated by the senior member of staff on duty
- All staff in the building not required for the safe supervision of the remaining children should help with the search.
- If after a few minutes searching or if it is possible that the child may have left the building the police should be called immediately.
- The senior member of staff must ensure the parent/carer is contacted as soon as possible
- To contact the School
- The Head Teacher/ Deputy Head Teacher must be informed.

Procedure (whilst on outings):

- All children are to stay with their designated person whilst the senior staff member conducts a head count.
- The welfare of the other children must be considered by keeping them in a safe place together in order that as many staff as possible may be free to search for the missing child. Search the immediate vicinity but not beyond. Report to the police once confirmed missing.

- The Nursery Manager (or senior member of staff on duty) must be telephoned immediately and will then be responsible for liaising with security staff /emergency services/parents/carers and ensuring additional staff from the School are released to help with the search (whilst ensuring the welfare of the other children in the setting)
- When the child has been found all parties must be informed and an incident form completed an investigation must also be carried out to ascertain how the incident occurred.
- Once the incident is resolved, the Nursery Manager and staff team will review any relevant policies and procedures and implement any necessary changes (paying particular attention to the Nursery's site security and risk assessments).
- In cases where the police or social services have been involved, Ofsted must also be informed within 14 days of the event.

Links to:

- Statutory framework for the early years foundation stage (2017) DfE
'The safeguarding and welfare requirements'