



Missing Child Policy

Introduction

It is our aim to ensure the safety and security of all the children in our care. Staff are at all times aware of the need to account for children and routinely count them in and out of the building at playtimes as well as carry out all spot checks through the day. We take additional steps to ensure children's safety on trips or visits.

If staff are certain that the child cannot be found then they should notify the most senior person available who will take the necessary steps to ensure the child is found or procedures are followed to report their disappearance.

Policy Review

This policy will be reviewed on an annual basis and as and when deemed necessary. The next review for this policy will be September 2019.

Procedure

In the event of a child disappearing whilst in your care you must:

- Check with other members of staff to ensure child not sent home
- Check sign out book/register to ensure they have not left
- Carry out a thorough search of the building and outdoor area
- Inform Headteacher / Nursery Manager
- Contact Parent
- Contact Police giving a clear description of the child, how long they have been missing for and where they were last seen
- Contact Ofsted
- Record last time the child was seen
- If a child is found immediately contact parent/police/Ofsted.

When On A Trip You Must

- Search the immediate vicinity, ensuring all other children are accountable and kept calm.
- Contact the academy / nursery to ensure remainder of children are taken back to academy / nursery safely
- If possible contact the venues security, who will support in searching for the lost child
- Contact Parent
- Contact police within 5 minutes giving a clear description of the missing child
- Retrace your last steps and surrounding area- lost child area
- Check mode of transport that you had used to see if child has returned there.
- Record the time the child went missing

It is imperative a member of staff does not leave the last location the child has been previously seen, in case of their return.

OFSTED NUMBER: 0300 123 1231

Police: 999

North Road Academy & Nursery: 01782 829870

It is important that in both cases staff must keep calm and do not let the other children become anxious or worried. An incident report must be completed detailing the date and time, where the child disappeared, how long for and which staff were involved. Finally the outcome of the incident must be recorded.

The incident **MUST** be reported to OFSTED, risk assessments must be reviewed and parents must be spoken to and reassured.

Signed *Naeem Bashir*

Naeem Bashir
Head Teacher