



EARLY YEARS MISSING CHILD PROCEDURE

In the event of a child going missing, for example on a school outing or within the setting, staff in the first instance should report to the Head of Early Years.

Within the nursery building and grounds

The Head of Early Years should be advised, she will send a member of staff directly to the school entrance to make sure the child has not left with an adult, the staff member will remain there until that the child is located. A complete search of the Early Years department should be made including all ancillary and storage areas. This should be done calmly and thoroughly without causing disruption to the children.

If the child is not found and is thought to have wandered off or left the Early Years department a further search should be made of the school grounds and surrounding areas.

Should the child not be found the Head of Early Years is responsible for reporting it to the police and contacting the child's parents. The Academic Director must also be informed.

We will review security procedures after the event.

On an excursion

If a child goes missing whilst on an excursion, for example in a public place, the teacher should alert the establishment's security and the school immediately.

The remaining children in the group should be taken back to school as soon as possible.

The teacher should stay within the establishment and assist security with a description of the child and the clothing they were wearing.

The Head of Early Years must ensure that the police are informed and contact the child's parents if the child is not found after a thorough search. The Academic Director must also be informed.

We will review security procedures after the event.

Jenni Garnett

To be Reviewed-January 2020