MISSING CHILD AND UNCOLLECTED CHILD POLICY

Responsible members of Staff

Mrs F. Willis (Acting Headteacher)
Mrs D. Whitehead (Nursery Manager)
Ms. G. Hansford (Chair of Governors)
Mrs. L. Payne (EYFS Governor)
Mr. M. Sweeting (Safeguarding Governor)

This policy was approved by Governors January 2019 and will be reviewed on a bi-annual basis.

“Hinguar Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment”.
MISSING CHILD POLICY
At Hinguar Primary School and Nursery children’s safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made through carrying out the settings procedures to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is as followed.

Procedures
Child going missing on the premises
• As soon as it is noticed that a child is missing the key person/staff must alert the Nursery Manager/teacher in charge.
• The Nursery Manager/teacher in charge will carry out a thorough search of the building and garden.
• A designated member of staff must check all doors and gates to see if there has been a breach of security whereby a child could wander out.
• If the child is not found within 10 minutes the Nursery Manager/teacher in charge must contact the parents and report the missing child to the police.
• The Nursery Manager/teacher in charge will then talk to the key person/staff to establish where the child was seen last and at what time all of this information will be recorded.

After the incident a full written report must be produced detailing:
a) Who was responsible for the child
b) When the child was last seen
c) Any events that occurred during this time that could have impacted
d) Any visitors that entered or exited the building
e) Future actions as a result of this incident
f) Any other conclusions

Child going missing on an outing
• As soon as it is noticed that a child is missing, staff on the outing must gather all of the children together with their designated key person/staff and they must conduct a roll call and head count.
• A designated person usually the Nursery Manager/teacher in charge will immediately begin to search the vicinity for no longer than 10 minutes.
• If the venue has staff attending, the Nursery Manager/teacher in charge will inform the staff of the situation and seek support in searching the vicinity.
• If the child is not found, the Nursery Manager/teacher in charge will then contact the police to report the incident.
• The Nursery Manager/teacher in charge will then contact the child’s parents and ask them to make their way to the venue.
• The Nursery Manager/teacher in charge will then talk to the key person/staff to establish where the child was seen last and at what time all of this information will be recorded.
• The Nursery Manager/teacher in charge must remain at the venue and wait for the police and the rest of the staff must take the remaining children back to the setting.

After the incident a full written report must be produced detailing:
a) Who was responsible for the child
b) When the child was last seen
c) Any events that occurred during this time that could have impacted
d) Any members of the public who were near to the group at the time

e) Future actions as a result of this incident

f) Any other conclusions

**UNCOLLECT CHILD POLICY**

In the event that a child is not collected by a parent/carer at the end of a session the following procedure will be followed:

- The nursery manager or teacher in charge will attempt to contact the parents on all contact numbers provided.
- If this is unsuccessful then the adults authorised by the parents to collect their child from nursery will be contacted.
- Again if this is unsuccessful every effort will be made to contact a parent or authorised adult. This could include two members of staff going to the child’s family home.
- If after one hour the child has not been collected and there is no one who can be contacted then the Safeguarding and Child Protection Officer will be contacted. Telephone:- **01702 534539** Out of hours team **0845 606 1212**.

- The child will stay at the nursery with two members of staff until they have been safely collected by the parent or a social care worker.
- Attempts will continue to be made to contact parents/carers throughout this time.
- Under no circumstances will a member of staff take the child home.
- A full written report of the incident will be completed by all relevant staff as well as the safeguarding co-ordinator. This record will be kept confidentially by the safeguarding co-ordinator.

**LATE COLLECTION OF A CHILD**

In the event that a child is not collected by a parent/carer at the end of a session the above procedures will be followed in accordance with the uncollected child policy. Parents could become liable for additional fees to be applied in the case of late collection, particularly if this is a regular occurrence. The Safeguarding and Child Protection Officer may also be informed and an incident report completed and kept confidentially by the safeguarding co-ordinator.