**Policy**

At Monkey Puzzle children’s safety is always maintained at the highest priority both on and off the premises. In line with maintaining building security and safety, adequate risk assessments will be in place as well as secure premises and effective staff deployment and supervision of children.

We have put into place systems and procedures which are an integral part to ensuring that children do not go missing or get lost whilst in our care.

**Procedure**

**Inside nursery**

In the unlikely event of a child going missing whilst in the nursery, the following procedures will be implemented immediately:

* All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
* The nursery manager will be informed immediately and all staff present will be informed.
* Staff will be deployed to start an immediate and thorough search of the nursery, followed by a search of the surrounding area, whilst ensuring that supervision of children is not compromised
* The environment and staff will remain calm as to not panic any children and ensure care continues
* The manager will call the police as soon as they believe the child is missing. The parents of the missing child will also be contacted
* A second search of the area will be carried out and continued
* During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery
* The manager will meet the police and parents
* The manager will then work with the police and await instructions from the police as to any additional measures to support the search
* Any incidents of a lost child must be recorded within a critical incident form as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
* Monkey Puzzle Day Nurseries Ltd Head Office and Ofsted must be contacted and informed of any incidents of lost child
* In the unlikely event that the child is not found the nursery will continue to follow the advice of the leading officer, (commonly an appointed police officer)
* With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
* Post-incident investigation and risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring to be reduced

**Outings**

Regular head counts are carried out on children throughout outings. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately:

* All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
* The organiser will be informed immediately and all staff present will be informed. Staff will be deployed to start an immediate and thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout
* If appropriate, on-site security will also be informed and a description given
* The designated person in charge will immediately inform the police
* The designated person in charge will then inform the nursery who will contact the child’s parents giving details of what has happened.
* During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children
* The designated person in charge will ensure that they review the safety of the children on the outing and a decision will be made as to whether the outing continues, a place of safety must be sought or a return to nursery is necessary.
* Any incidents must be recorded within a critical incident form as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
* Monkey Puzzle Day Nurseries Ltd Head Office and Ofsted must be contacted and informed of any incidents
* In the unlikely event that the child is not found the nursery will continue to follow the advice of the leading officer, (commonly an appointed police officer)
* With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience, management will provide this or seek further support where necessary
* Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring to be reduced.

**In the event of a Lost child, you must notify:**

Monkey Puzzle Day Nurseries Ltd Head Office Tel: 01442 878887 or your Early Years Quality Manager at your earliest convenience.

Ofsted Tel: 0300 1231231

**Linked Policies**

Critical Incident Policy