



## **Lost Child Procedure from EYFS (to Work alongside Whole School Missing Pupils Policy)**

We take all reasonable steps to ensure the safety of children on the premises, we only release children into the care of individuals who have been notified us by the parent and have safety systems in place to ensure that children do not leave the premises unsupervised, including; double doors, high handles, badge entry system, locked doors, high windows, tall railings surrounding outdoor space etc.

In the EYFS at Rossall we are committed to promoting children's safety and welfare. In the unlikely event of a child going missing within/from EYFS, we have the following procedure which 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 & EYFS Lead will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the setting, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children so they remain supervised, calm and supported throughout.
- The register will be taken to ensure that there are no other children missing.
- Staff and children will be asked if they have seen the missing child to help establish where the child was last seen.
- The Headmaster will be informed and will notify the Senior Head. If the Headmaster is not available the Head of Pre-Prep/Deputy Head will be contacted. They will keep the Head informed at all times.
- The Manager/Headmaster will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted
- A second search of the area will be carried out
- 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 await instructions from the police
- In the unlikely event that the child is not found we will follow the local authority and police procedures
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings

### **When the child is found**

- A member of staff will care for the child and talk to the child to establish what had happened, the child may be distressed and need comforting.
- All people need to be informed that the child has been found as soon as possible.
- Staff will talk to the other children to ensure that they understand that they must not leave the group or building at all times.

### **After the incident**

- The Headmaster and Manager will discuss the events surrounding the disappearance of the child.
- In any cases with media attention staff will not speak to any media representatives and should be directed to the Headmaster or the Deputy Head
- Any questions from parents should be directed to the Headmaster or Deputy.

### **The investigation**

- The Manager should give a full written report to the Headmaster containing details of time and place that the child went missing and the circumstances surrounding the incident.
- The Manager/Headmaster will carry out a full investigation into the incident and take written statements from any staff present at the time. The staff should sign and date their statements.
- The appropriate agencies should be contacted by the Manager/Headmaster depending on the nature/severity of the incident.
- Ofsted must be contacted and informed of any incidents
- The incident should be reported to RIDDOR.
- 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
- The insurance company should be informed
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this recurring being reduced

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>Lent Term 2022</i>	<i>Ashleigh Collins</i>	<i>Lent Term 2023</i>