

### Policy

The welfare of all our children at The Howard Nursery School is paramount. Every adult who works at the Nursery School has been inducted to ensure that they are aware of their responsibility for ensuring all children are safe at all times. Our staffing ratios follow the Early Years Foundation Stage Statutory guidelines or above, and are deliberately designed to ensure that all children are supervised the whole time they are in our care. If a child goes missing whilst in our care we will do everything possible to ensure that the child is found quickly and safely.

Great care will be taken at all times to ensure the safety of children whilst in the nursery. All entrances and exits will be secure at all times. Visitors will be escorted whilst on the premises. All students and volunteers will be shown all appropriate safety measures taken to ensure security of the building and the safety of the children. The children at The Howard Nursery School will be safely supervised at all times. Please see Safeguarding Children/Child Protection policy for information regarding visitors to the setting and the 'Arrivals and Departure' procedure.

Any outings away from The Nursery will always be risk assessed, agreed with parents and signed permission will be given. Children will be taught about safety when they are out and about and we will ensure they know what to do if they do become lost, according to their age and stage of development. The Children will learn about "Stranger Danger" and shouting NO if they feel threatened. All children on an outing will wear appropriate clothing – marking them as children from The Howard Nursery School, a full list of what every child is wearing will be filled out prior to leaving for the trip. A copy of what the children are wearing will be left at the Nursery School as well as with the group leader on the outing.

Headcounts per room is a daily and always ongoing procedure. These take place by the Staff in each room. The Manager holds the nursery schools' main register.

### Procedure

#### **In the unlikely event of a child becoming missing from the Nursery School setting:**

- Raise the alarm immediately
- The manager will investigate where and when the child was last seen and gather any further information.
- All children and other staff will remain in the nursery school and numbers checked against the register. Staff will support the children so they do not feel stressed or concerned for their peer.
- Manager or Deputy Manager to check the last place the children were (ensure to check little hiding places: e.g. playhouse in the garden, cupboards and storage spaces and call the child's name)
- Staff must remain calm while searching and caring for the other children.
- Call for help from Management or other team members e.g. The Howard Staff
- The Manager or Deputy Manager and any spare Howard staff will search the remaining parts of the building including all outside areas and storage spaces.

## Missing child

- In the event of the child not being found within 10 minutes, the Manager will telephone the parent/carer and inform them of the situation and the police will be called. A description of the child and their clothing must be given, all other questions answered as fully as possible and the Police ID number/name/details to be sought. Staff should continue to search (until advised otherwise by the police).
- The Local Children's safeguarding board will also be informed as well as Ofsted. If the child is injured during the time they are missing then a RIDDOR report would be conducted.
- An Incident Form will be completed by the Manager including any conversations and advice from the police

### **If a child goes missing in a public place:**

- An immediate headcount/register would be carried out in order to ensure that all other children are present.
- The group leader would identify a member of staff to search the immediate vicinity and redeploy staff as necessary but still following the Safeguarding and Welfare Ratios.
- Group leader to ask all adults and children calmly if they can tell you when they last remember seeing the child.
- Inform Management (Jonathan Roddick 07794 673523 or other senior THPT staff member) by phone.
- Alert the staff, park warden and security staff in vicinity if available.
- Management to contact the children's parents and explain what's happened and what steps are being carried out. Ask them to come to the venue immediately.
- In the event of the child not being found within 10 minutes, the Manager will telephone the police. A description of the child and their clothing must be given, all other questions answered as fully as possible and the Police ID number/name/details to be sought. Staff should continue to search (until advised otherwise by the police).
- The Local Children's safeguarding board will also be informed as well as Ofsted. If the child is injured during the time they are missing then a RIDDOR report would be conducted.
- An Incident Form will be completed by the Manager including any conversations and advice from the police

### **Actions to be followed by staff once the child is found:**

- Talk to, take care of and, if necessary, comfort the child.
- Speak to the other children to ensure they understand why they should not leave the premises/separate from the group on an outing.
- The Manager will speak to the parents to discuss events and give an account of the incident.
- The Manager will conduct a full investigation
- Media queries should be referred to the Nominated Person (Jonathan Roddick)
- The investigation should involve all concerned providing written statements.
- Following the event of a child going missing, The Howard Nursery School will conduct a full investigation, relevant bodies including, Local Children's Safeguarding Board, LADO,

## Missing child

RIDDOR and Ofsted will be informed in writing as soon as reasonably practicable but always within 14 days of the incident.

- Parents will be made aware of the outcome of the investigation and any changes to Policy and Procedure at The Howard Nursery School that this may lead to.
- Risk assessments will be updated as soon as reasonably practicable by the Manager and all staff notified of changes.

### **Useful information and websites**

- HSE Health & Safety Executive: [www.hse.gov.uk](http://www.hse.gov.uk), info line: 0845 345 0055
- 5 Step to Risk Assessment leaflet available to download from [www.hse.gov.uk/risk/fivesteps.htm](http://www.hse.gov.uk/risk/fivesteps.htm)
- Royal Society for the Prevention of Accidents (ROSPA): [www.rospa.com](http://www.rospa.com)