



Missing Child from Nursery Procedure

At Little Dragon's Day Nursery, 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 to us by the parent and have safety systems in place to ensure that children do not leave the premises unsupervised

The main door that leads to the entrance hall and external door can only be opened by a member of staff using the key pad or fob. During busy periods of the day such as drop off and collection time, a member of our Management Team is on hand to let parents and children in and out of the building. During less busy periods, parents/carers will notify rooms of their arrival using the designated room door-bells and the most senior member of staff within the room will grant them access. On occasions where somebody not known to the nursery staff will be collecting a child, we ask for parents to inform us of these changes in advance where possible. We will also ask parents to ensure that the collecting individual knows the collection password referenced on their Registration Form and ask them to send a photo or provide a description for ID purposes where possible.

In the event that the collecting individual is not known to the member of staff answering the door, the individual will be asked to take a seat in the entrance area whilst security protocols are followed. This may include:

- Verifying the identity with another member of staff who has met the individual before
- Asking the individual for a collection password and checking that this matches what is recorded on the child's registration form
- Checking for any correspondence with parents that informs us of the collection arrangements
- Calling the parent to verify

Missing Child

All children are signed in and out of nursery using the FAMLY app. Throughout the day, staff will conduct regular head counts to ensure that all children registered to their room/group are present.

In the unlikely event of a child is identified as missing within or from the nursery, 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 will be informed immediately, and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the nursery, 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 manager 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, the nursery will follow the local authority and police procedure
- 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
- Ofsted will be contacted and informed of the incident



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- With incidents of this nature parents, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention, staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>August 2025</i>	Kate McLeod	<i>August 2026</i>