



CNS CROSSENS NURSERY SCHOOL **Missing Child Policy**

At Crossens Nursery School we believe children thrive in a setting where they feel safe and secure and where they are allowed to take risks within a safe and controlled environment.

As practitioners we appreciate children need routines and clear boundaries. We undertake regular and comprehensive Risk Assessments in order to make the environment as safe and secure as possible and have clear and understood policies and procedures in place for all staff.

Aims

1. To promote an environment where children and adults feel safe and secure by ensuring that site premises and equipment are of a high standard.
2. To promote an environment where children and adults feel safe and secure by ensuring that rigorous systems and procedures are in place and reviewed regularly.
3. To ensure all staff, parents and visitors are aware of their responsibilities in keeping children safe.

Objectives

1. To agree clear expectations and boundaries for children to develop within a safe environment
2. To ensure staff make children aware of the boundaries of the setting
3. To ensure clear systems and procedures are in place and followed by all staff, students, visitors and volunteers.
4. To encourage children to take risks within safe parameters
5. To ensure staffing ratios are maintained in line with the Statutory Guidance for the Early Years Foundation Stage.
6. To ensure parents/carers understand the importance of adhering to agreed procedures when registering and collecting their children.

Procedures

Staff

- I. The school has a thorough induction and new starter checklist to ensure staff, students and volunteers are aware of policy and procedures (see Induction Policy) regarding the safety of children on site.
- II. On arrival all staff must sign in and out to work in the signing in book located in the Reception Area.
- III. All members of staff are issued with identity badges which must be worn at all times.
- IV. During the "room set up" period staff check that emergency exit routes are free from obstruction.
- V. The designated member of staff ensures that all children are marked on the register as they arrive and in the case of children being collected early, leave the setting.
- VI. The number of children present in each Key Group is displayed on a whiteboard to keep a visual register check.
- VII. Ensure that doors (exit doors: main room entrance, corridors) are kept closed at all times.
- VIII. Staff must undertake a visual risk assessment both indoors and outdoors to ensure all areas are safe and secure for children to use.
- IX. Staff must ensure that only agreed adults are allowed to collect children as stated on the "Admissions Form". Under no circumstances should children be allowed to leave with an unidentified adult.

- X. In the case of an emergency verbal consent will be allowed for an alternative collection – staff should ensure that the person is identified upon arrival eg password, name, clothing, distinguishing features.
- XI. Staff working with children must create opportunities to discuss in an informal way the possible dangers around them eg being approached by a stranger, getting lost, appropriate play – when to hide
- XII. Staff must ensure that any visitors are displaying the appropriate badge and if not are requested to return to main Reception.
- XIII. Staff should make themselves aware of events taking place in the school and challenge any unrecognised and/or unaccompanied adult who is in the building/site.

Supply/Casual staff, volunteers and students working with children

- I. All visitors must sign in and out in the signing in book located in the Reception area.
- II. All visitors are issued with the appropriate badge which must be worn throughout their stay.
- III. All visitors are made aware of the school procedures for ensuring the safety of children on site

Parents/Carers

- I. Awareness is raised at the initial induction visit about the school policies and procedures relating to children's security.
- II. Written details of adults who will be authorised to collect children will be recorded on the "Admissions Form".
- III. Parents must ensure that a member of staff is alerted to their child's arrival. Children must not arrive unaccompanied.
- IV. In an emergency a parents must telephone the school to give details about the change of adult collecting their child, this must include the person's name, description and password.
- V. When collecting their child, parents wait until their child is told that their parents / carers are here and that they can go.
- VI. Only authorised persons, named on the collection form will be authorised to collect children. They must be 18 years old or over.

Actions to take in the event of a child going missing

There are a limited number of situations where a child could be missing:

1. Where a child wanders off or hides either in the building or on a nursery outing
2. Where a child escapes from the garden areas
3. Where a child is taken from the nursery by an unapproved adult

When it is discovered a child is missing the following action should be taken:

- **Alert a senior member of staff who will enquire as to when the child was last seen and where, and organise an immediate search of all areas.**
- **Remember the safety of the other children, with regard to supervision and security.**
- **If the child cannot be found within fifteen minutes then the police and parents must be informed.**
- **Continue the search, opening up the search area and keeping in touch by mobile phone with the school/centre.**

