

| | |
|------------------------|-----------------------------|
| Author: R Ravat | Receiver: Teaching staff |
| Review Date: July 2020 | Next Review: September 2022 |

EYFS Missing/Lost Child Policy

“Strength of Mind, Strength of Values, Strength of Purpose”

Our Mission Statement

With Christ at the centre of our learning, we:

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

Rationale and Introduction

Children’s safety is maintained as the highest priority at all times. Every attempt is made through carrying out the collection procedures and the exit/entrance procedures to ensure the security of children is maintained at all times. Risk assessments detail these procedures. In the unlikely event of a child going missing or being lost on entry, our Missing Child Policy is followed.

Child going missing on the premises

- As soon as it is noticed that a child is missing, the key person must alert the Head of EYFS.
- The Head of EYFS will carry out a thorough search of the building and the Nursery School outdoor space.
- Doors and gates will be checked.
- The Head of EYFS will ascertain when the child was last seen, and record this.
- The register will be taken to make sure that other children are not missing.
- The Head of EYFS will inform a member of SLT.
- CCTV camera footage will be checked for sightings of the child.
- The Police will be informed within 15 minutes.
- Available staff will continue to search the school campus until the Police arrive.
- The Parents will be contacted and informed by a member of SLT. Where possible two emergency contact numbers for parents/carers should be held.
- The Head of EYFS will write an incident report and carry out a full investigation including written statements from all the staff in the Nursery, to include :-
 - The date and time of the child going missing.
 - What staff/children were in the Nursery and the name of the child’s key person.
 - When the child was last seen.
 - What has taken place since the child went missing.
 - The estimated time that the child went missing.

In the event of disciplinary action, Ofsted will be informed and the insurance provider.

Links to other policies

Missing Person’s Policy

Review

This policy is reviewed annually by the Head of EYFS.