



General Welfare Requirement: Safeguarding and Promoting Children's Welfare  
The provider must take necessary steps to safeguard and promote the welfare of children

### Safeguarding Children Missing or Lost Child Policy

Children's safety is of paramount importance, it is of the highest priority both on and off the premises. The security of our children is maintained always by our exit/entrance procedure and our outings procedure.

#### Procedures

At Cherry Blossom Nursery and Preschool the procedures in place to ensure that children are not lost whilst in our care are as follows:

- Children are carefully supervised at all times.
- The correct staff/children ratios are maintained.
  - High handles are on doors.
- Children are closely monitored when flowing in and out of the building.
  - Children are closely monitored on all trips.
- Visitors are supervised at all times and a sign in/out book is provided for them.
  - Register checks are completed three times a day at regular intervals.

In the unlikely event of a child being lost or going missing whilst in our care the following procedure is followed:

- Staff members will ensure the other children in our care are closely supervised whilst the other members of staff thoroughly search the building and the grounds plus the immediate area.
- Doors and gates are checked to make sure there has not been a breach of security.
  - The register is checked to make sure no other child has gone astray.
    - The Nursery Managers will be notified.
- If, after a thorough search the child is still not found the police and parents will be immediately contacted.
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  - If a child does go missing whilst in our care the following procedure will be carried out:
    - A thorough investigation, with details recorded and the parents informed throughout
      - OFSTED informed.

- Any actions deemed necessary after investigation to be carried out as soon as possible.

### **Child going missing on an outing**

( This applies when staff take a small group on an outing and the rest of the nursery is back at the premises.)

- As soon as it is noticed that a child has gone missing the register is taken to confirm that no other child has gone astray.
  - Staff remain calm.
  - One member of staff searches the immediate area.
    - The managers are informed.
  - The police and parents are contacted by the managers.
  - Staff take the remaining children back to the setting.
- If an indoor venue the staff to contact security there too.
  - We take instruction from police.

### **The investigation**

The key person/staff member writes a full detailed report including:

The date and time

Details of the staff and children included on the outing.

When the child was last seen in the group.

The estimated time that the child went missing.

A conclusion with regard to how the incident happened is documented.

If the incident warrants a police investigation all staff co-operate fully.

The incident is reported under RIDDOR arrangements (Reporting of accidents and Incidents).

OFSTED is informed.

The insurance provider is informed.

### **Managing people involved**

- Try to keep everyone as calm as possible.
- The staff will naturally feel worried especially the key person. They may blame themselves and the longer the child is missing the more anxious they will become.
  - Staff may be frightened as they may be the target of parental anger and fear.
  - Therefore managers must ensure that their staff are supported throughout.
- When looking after the parents there must be two staff - the parents are likely to also be scared and worried, they may accuse and blame. But despite the

situation staff do not tolerate threats and the police would need to be called if this was the case.

- The other children who are present will also feel worried, their needs are paramount they must be reassured and the staff must focus on their needs and should not discuss anything in front of them.
- If the final outcome is difficult the staff may require counselling and support.
  - Staff must not discuss anything with the media.

Date: 01/10/2025

*Karen Elliott Hayley Donoghue*