



STARFISH NURSERY

MISSING CHILD POLICY

The children within our Starfish Nursery never leave the nursery unaccompanied. There is an adult height catch on the door to the nursery. When outside, children are never left unaccompanied and when in use, the garden gate is always kept shut and staff remain vigilant at all times.

In the unlikely event of a child going missing, these are the procedures we would follow:

1. Once it has been noticed that a child has gone missing, the Manager would be notified and along with another member of staff, all surrounding areas would be searched: kitchen, garden and sheds, entrance hall, toilets, and immediate surrounding area.
2. If the child has still not been found a second search will be carried out.
3. The next step would be to phone the parents/carers to see if the child has made his/her way home.
4. If the parents/carers cannot be contacted the Manager or a member of staff would continue trying until successful. At the same time another member of staff would contact the police step 5 below.
5. If the child has still not been found the police would be contacted.

This policy was adopted for Starfish Nursery.

Name: Mrs Angela Malanczuk

Position: Manager

Signature:

Date: