



## **Missing child/Attendance Policy**

Preventative measures:

- Practitioners are aware of the number and identity of the children present each day through registers and use of the white board.
- Children are signed in and out of the nursery as appropriate.
- The nursery operates a non-attendance register
- Practitioners will conduct regular head counts to ensure all children are present.
- Children moving from one location within the nursery to another will be handed over to an appropriate practitioner.
- When out on walks or outings practitioners will ensure they use a mobile phone.

### **Child missing on the premises**

In the unlikely event that it is noticed a child is missing the following procedure will be followed;

1. The staff member will note the time as soon as possible.
2. The staff member will notify the owner/manager and other practitioners that a child is missing, giving their identity.
3. Practitioners will take a thorough look throughout the nursery, garden and forest whilst maintaining the safety of other children present.
4. If at this stage the child cannot be located the police should be called with the details of when and where the child was last seen and by whom.
5. Following this, the parents/carers for the child should be notified of the situation and reassured that all possible measures are being taken to locate the child.
6. Practitioners should search the immediate area whilst ensuring they have a mobile phone, whilst maintaining the safety of the children present.
7. The nursery will fully cooperate with the police in the investigation.

### **Missing child off the premises**

1. The staff member will note the time as soon as possible.
2. LOCAL WALKS - The staff member will notify the owner/manager/other staff back at nursery that a child is missing as they may be in a position to assist and support.
3. Practitioners will take a thorough look throughout the local area whilst maintaining the safety of other children present.
4. If at this stage the child cannot be located the police should be called with the details of when and where the child was last seen and by whom.

Following this, the parents/carers for the child should be notified of the situation and reassured that all possible measures are being taken to locate the child.

5. Practitioners should search the immediate area whilst ensuring they have a mobile phone, whilst maintaining the safety of the children present.
6. The nursery will fully cooperate with the police in the investigation



### **Following the event:**

- The nursery will take the necessary action to notify the relevant authorities of the incident as required.
- A full investigation will be conducted independently by the nursery owner/manager and any relevant action taken as a result of the findings.
- The nursery will re-assess the risk of the incident potentially happening again and take appropriate action as required.

### **Non attendance**

To monitor any missing children we keep a non-attendance register. This will include the names and dates of when any child due to be in session has not attended and we haven't been contacted regarding why the child did not attend. This enables us to monitor how long it has been since we saw the child if they have not been in a number of sessions and helps us monitor any patterns of non-attendeers. See non-attendance form.

### **Stopping attendance**

If a child stops attending the setting without prior notice we would follow the missing child procedure. If a child stops attending the setting and previous signs of any form of abuse had been present management would contact children's services/family contact point to voice our concerns and ask children's services if they had any information on the child and/or family. At this point children's services would take charge and contact and monitor the child to make sure the child is safe.