

EYFS Missing/Lost Child Policy

Rationale

In line with the School's Mission Statement we aim to help students develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical through the provision of a broad and balanced curriculum, which is responsive to, and supportive of, their needs and aspirations, fosters intellectual curiosity and academic achievement, and motivates them to grow to their full potential. Our Mission Statement is distilled into our Vision Statement, and our aim is to develop our children, pupils and students so that they have "Strength of Mind, Strength of Values, Strength of Purpose".

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. 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 was reviewed by the Head of EYFS, August 2019.