



# Rotherly, The Westgate's Day Nursery



Head of Primary Phase and Nursery: Mrs E Williams B.Ed. Hons NPQH  
Nursery Manager: Ms J Bush NNEB; BA Hons

## Statement of Intent - Missing Child Protocol Rotherly Nursery

EYFS: 3.62, 3.73
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At **Rotherly Day Nursery** we are committed to promoting children's safety and welfare. In the unlikely event of a child going missing within/from the nursery, we have the following procedure which will be implemented immediately:

- All colleagues will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The nursery manager will be informed immediately and all colleagues present will be informed. Some colleagues will be deployed to start an immediate thorough search of the nursery, followed by a search of the surrounding area, whilst ensuring that some colleagues remain with the other children, so they remain supervised, calm and supported throughout within as near to normal routine as possible
- Support from The Westgate School colleagues will be requested via Head of Lower School in the first instance. This will include contacting Site Team to support.
- The manager will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted
- A second search of the area will be carried out
- During this period, available colleagues will be continually searching for the missing child, whilst other colleagues remain with the other children as above.
- The manager will meet the police and parents
- The manager will then await instructions from the police
- In the unlikely event that the child is not found the nursery will follow the local authority and police procedure
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- Ofsted must be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and colleagues may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced

This policy was adopted on	Date for review
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<i>March 2020</i>	<i>February 2024</i>
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