

Missing Child Policy

At Ringle Rainbow we take the upmost care of every child and make sure that they are safe when in our care. This policy is to cover procedures in the unlikely event a child goes missing in our care.

The following systems are in place to minimise the risk of a child going missing from Ringle Rainbow:

- Appropriate steps have been taken to ensure that the setting and surrounding site is secure. Both of our main doors into the setting are always locked and parents/ carers and any visitors must ring a bell to have access to the nursery room. All gates in the garden are always locked and in our outdoors spaces we have high fencing so that the children cannot climb over them.
- Front door has someone at the reception desk and when no one is the front door is locked and an intercom is used. staff will then go and unlock the door to let parents/carers in.
- Staff are to sign the children in and out on Tapestry and the paper register located in the paper file rack on the wall.
- Parents / carers are made aware of the need to always supervise children especially of their responsibility to ensure their child's arrival and departure is noted by a member of staff.
- Parent/ carers will be accompanied by staff to the exit and the main door is securely closed.
- A password system is in place when someone other than parent / carer is required to collect a child.
- Staff must greet the designated person for collection and delivery of a child to the setting.
- We have contact number for all parents/ carers of children and two emergency contact numbers for each of them.
- It is the responsibility of every member of staff to be aware of how many children are present and a quick headcount takes place at intervals during each session.
- Key person of new children always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go.
- Parents /carers are advised of our security procedures and will be given opportunities to discuss any concerns, particularly if their child has an adventurous nature during the settling in process.

In the event of a missing child at the setting, the following procedure will be implemented:

- The Key Person responsible for the child will report the missing child to the Nursery manager immediately.
- The Nursery Manager will establish where the child was last seen.
- All children will be held in one place so that a thorough search can take place.
- All areas of the setting will be checked i.e. toilets, cupboards or anywhere a child could hide.
- The register on Babys Days and the paper register located in the paper trays by the main entrance door will be checked to make sure the child has not been collected or marked in or out of the register.

- In the unlikely event that the above does not result in the safe return of the child, the Nursery Manager will contact the parents / carers.
- The Nursery Manager will organise a co-ordinated search checking outside buildings linked to the setting and ensure all gates are shut and securely locked.
- In the unlikely event that neither of the above results in the safe return of the child within a reasonable space of time (30 minutes), the Nursery Manager will contact the police using 999.
- Notes will be made of the circumstances surrounding the disappearance, details of clothing worn and any distinguishing features, in order to help police with their investigations.
- An incident record will be completed, signed by the parent /carer with a copy given to parents /carers.
- The Nursery Manager will inform Ofsted within 14 days and follow any advice/instructions given.

Outings

In the event of a child becoming separated on an outing the following procedure would be implemented immediately:

- The staff member who notices the child missing will check with other staff members whether they have seen the missing child and initiate a search of the immediate area.
- The staff will gather all other children together in one place so that a thorough search can take place.
- The staff on the outing will alert the Nursery Manager at the setting that a child is missing and the nursery manager will notify the parents/carers of the situation.
- In the unlikely event that neither of the above results in the safe return of the child within a reasonable space of time (30 minutes), then staff will call the police using 999 give your name, location, name and description of the child, name of the nursery and any other relevant information.
- Notes will be made of the circumstances surrounding the disappearance, details of clothing worn and any distinguishing features, in order to help police with their investigations.
- An investigation will take place. Staff must remain calm and focussed on the other children in their care and not discuss the incident in front of them. Staff should reassure them at all times.
- The Nursery Manager will speak with parents. The management team will complete written statements from all staff who were on the outing.
- The Nursery Manager will complete an incident report, including the time it is estimated that the child went missing, signed by the parent / carer with a copy given to parents /carers.
- The Nursery Manager will inform Ofsted within 14 days and follow any advice/instructions given.

Ringle Rainbow Nursery uses BabysDays to log children's attendance and monitor their whereabouts throughout the day. Accurate records are essential to ensure children are always accounted for and to support reporting if an incident occurs.

If a child is identified as missing, staff must immediately alert the Designated Safeguarding Lead (DSL), Charlotte Baldock, or Deputy DSL Penny Reidy or Safeguarding Officer Jack Nash. A missing child is treated as a safeguarding emergency in accordance with KCSIE 2025.

All incidents involving a missing child will be reported to Ofsted and relevant external agencies following statutory procedure