



Missing Child on Site - Nursery Policy

Gateway Federation Lea CE Primary School and Gateway Lodge Nursery

Written by	Executive Head and Nursery Manager
Reviewed	September 2025
Date of next review	September 2027
Approved by	Executive Head and Head of School

Links with other policies

- Safeguarding policy

PROCEDURE UPON DISCOVERING A CHILD IS MISSING

- The Manager-in-Charge MUST be informed IMMEDIATELY should it be feared that a child is missing.
- Head count and register taken to identify missing child.
- All access routes to the property e.g. doors and gates should immediately be closed and locked.
- One Member of staff is to remain outside the building as lookout with a school radio.
- All staff must be alerted immediately.
- The Manager-in-Charge will nominate one member of staff to remain with each group of children
- All other staff will be called to assist in the search

INFORMATION GATHERING

- While information is being gathered the search procedure (below) will commence without delay.
- Gather information from all staff in recent contact with the child.
- Seek information from all children in contact with the missing child (where appropriate/capable).
- Pinpoint last definite sighting.

SEARCH FOR A MISSING CHILD ON THE PREMISES

- Staff will be deployed to systematically and thoroughly search designated areas within the building and grounds.
- All outbuildings (eg playhouse and hideaways) to be specifically searched.
- Double check search to take place of the School Grounds.
- The perimeter boundary to be carefully scrutinised.

SEARCH FOR A MISSING CHILD OUTSIDE THE PREMISES

- Staff will be deployed to search outside the premises, with a school radio.
- Make search of vicinity and roads/lanes and car parks just outside premises.

CALLING THE PARENTS

- After 15 minutes INFORM parents or, failing that, those with permission to collect.
- After notification of parents the Police must immediately be informed.

CALLING ASSISTANCE

- The Police will be called after 15 minutes ,or earlier, if the Lead Practitioner or Manager-in-Charge deems appropriate.

SEARCH

- Continue search
- Continue to gather evidence from Staff/Children, including timelines.