

The Chelsea Nursery (EYFS) Missing Child Policy

Children are closely supervised throughout the day by The Chelsea Nursery staff. During the day, the children may move between indoor and outdoor activities under the supervision of staff. To further ensure the children's safety, we have the following systems in place:

- A register is taken at the beginning of each session, morning by 9 am and afternoon by 1.30pm.
- In the Nursery, the main door is kept locked at all times, and access is gained via the main locked door from Gertude Street.
- In Reception, which is located at Cameron Vale School, 4 The Vale, , the main door is kept locked at all times, and access is gained via the main door via a security bell.
- Staff are on gate duty at Cameron Vale School from 8:20 to 8.40 am.
- Children are registered in Before School Care as appropriate.
- Children are registered at After School Care and clubs and signed out by their parent or carer.
- If a child leaves during the school day for any reason, a known parent or carer will wait in the reception area for verification that the setting has been informed of the absence. Parent or carer will sign the pupil out/in (on return) via a book held in reception which forms part of the Fire Procedure (roll call).

In the unlikely event that a child appears to be missing within the school/nursery, the following procedure will be followed:

1. A senior member of staff will be informed immediately, and all available staff present will be deployed to start an immediate and thorough search.
2. The Head or Deputy, or in their absence, will be informed and will also carry out a search of the area.
3. Other adults in the vicinity will be asked if they have seen the child.
4. After 15 minutes, in the event of the child not being found, the Head will immediately inform the police, the parents/carers.
5. During this period, staff will continue searching for the missing child, while other staff will work to maintain as near to normal a routine as possible for the rest of the children.

6. Any parent or carer who finds a lost child must bring them immediately back to the setting's office at either The Chelsea Nursery or Cameron Vale School.
7. The Head or Deputy will meet the parents/carers and police.
8. The Head or Deputy will await instructions from the police.
9. Any incidents where the child has been lost for longer than 15 minutes must be reported to the Group Safeguarding Lead, Jo Storey, as soon as possible and recorded on the appropriate platform.
10. Any incident where the child has been lost off-site must be reported as a "Near Miss" in the system.
11. Relevant local authorities and regulatory bodies will be contacted and informed of any incidents within 24 hours.

The Head of School/Nursery Manager must keep in mind at all times, and act upon, the primary principle laid down in the Children Act – the welfare of the child is paramount.

Policy Owner: Group Head of Early Years

Last Reviewed: September 2026

Date of Next Review: September 2027

Version 2