

# Little VIPs Missing Children Policy



At Little VIPs Day Care we take all reasonable steps to ensure the safety and wellbeing of children attending the nursery. We have systems in place to ensure that children remain safe while in our care and do not leave the premises unsupervised.

Children are only released into the care of individuals authorised by parents or carers. The setting operates security measures including electronic door release systems, cameras and passwords for collection to ensure children cannot leave the premises unsupervised.

All staff are aware of their responsibilities to ensure children are supervised at all times and regular headcounts are carried out throughout the day, particularly during transitions between rooms, outdoor play and outings.

## Absence / Child Not Arriving at Nursery

At Little VIPs we take children's attendance seriously as part of our safeguarding responsibilities.

Parents or carers must inform the nursery by 9:00am if their child will not be attending nursery that day.

If a child who is expected to attend nursery does not arrive and the nursery has not been informed:

- At 9:30am, when the daily register is checked, a member of the nursery team will contact the child's parent or carer to confirm the reason for absence.
- If contact cannot be made with the parent or carer, staff will attempt to contact the emergency contacts listed for the child.
- If the nursery is unable to confirm the child's safety or whereabouts, the concern will be reported immediately to the Designated Safeguarding Lead (DSL).
- The DSL will decide whether further safeguarding action is required. This may include contacting children's social care, the local authority or the police, in line with safeguarding procedures.

All absences and actions taken will be recorded and monitored.

## Child Missing from Nursery

In the unlikely event of a child going missing within or from the nursery premises, the following procedure will be implemented immediately.

All staff will be aware of the procedure when a child goes missing and will supply information to support the search, such as a recent photograph and a detailed description of the child and their clothing.

The procedure will be as follows:

- The nursery manager or senior member of staff will be informed immediately.
- All staff present will be informed and an immediate thorough search of the nursery building and outdoor areas will take place.
- Staff will check all rooms, toilets, cupboards, outdoor spaces and any other possible locations.
- External doors and gates will be checked to ensure they are secure.
- Some staff will carry out the search while other staff remain with the other children to ensure they remain supervised, calm and supported.
- If the child is not located quickly, the manager will contact the police immediately and follow their guidance.
- The child's parents or carers will be informed immediately.
- Staff will continue searching the nursery and surrounding area while waiting for the police to arrive.
- The manager will meet the police and parents on arrival and provide all relevant information.
- The manager will then follow any instructions provided by the police.

Throughout this time staff will maintain as normal a routine as possible for the remaining children, ensuring they remain safe and reassured.

# Child Missing Whilst on an Outing

In the unlikely event of a child going missing whilst on an outing, the following procedure will be implemented immediately.

All staff are aware of the procedure and will supply information to support the search, such as a recent photograph and a description of clothing.

- The designated person in charge or most senior member of staff will be informed immediately.
- All staff present will be informed and an immediate search of the area will begin.
- Staff will ensure the remaining children stay together and remain supervised, calm and safe.
- If appropriate, site security or venue staff will be informed and provided with a description of the child.
- The person in charge will contact the police immediately.
- The nursery will be contacted and parents will be informed of the situation.
- When the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge.
- Staff will continue searching while ensuring that sufficient staff remain with the other children.
- The person in charge will ensure there are adequate staff to:
  - supervise the remaining children
  - continue the search
  - meet the police
  - organise the safe return to nursery if necessary.

This may include contacting additional staff to provide support if required.

## In All Scenarios

- Any incidents must be recorded in writing as soon as possible, including:
  - the child's name
  - the time the child was identified as missing
  - actions taken
  - who was notified
  - police involvement
  - the outcome of the incident.
  - If the child is not found quickly, the nursery will follow local authority safeguarding procedures and police guidance.
  - Ofsted will be notified of any incident where a child goes missing.
  - Following any incident, the nursery will conduct a full review and risk assessment to identify any improvements that can be made to prevent a similar situation occurring again.
  - Incidents of this nature can be distressing. The nursery will provide support and reassurance to children, parents and staff, and seek additional support if required. In the event of any media attention, staff must not speak to media representatives. Any communication will be managed by senior leadership.

## Policy Review

This policy will be reviewed annually, or sooner if required, to ensure it continues to reflect:

- safeguarding guidance
- local authority procedures
- best practice in early years safety and supervision.

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|----------------------------|---------------------------------|-----------------|
| April 2026                 | Hayley Fassam – Nursery Manager | April 2027      |