Diocese of Hereford Multi-Academy Trust

St Michael's CE Primary School

'Growing and learning together'

Missing Nursery Child Policy

Date: September 2026
School lead: Mrs M Lewis
Governor lead: Mr J Hughes
Review date: September 2027

Children's safety is our highest priority, both on and off the premises. Every attempt is made, through the implementation of our outings procedure and our exit/entrance procedure and the supervision of children ensures the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

Child going missing on the premises

- As soon as it is noticed that a child is missing, the child's key person/the relevant member of staff alerts the Nursery Manager.
- The register is checked to make sure no other child is missing.
- The Nursery Manger will carry out a thorough search of the building and outside areas.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Senior Leaders, school staff and office staff are informed.
- If the child is not found, a Senior Leader calls the police immediately and reports the child as missing. If it is suspected that the child may have been abducted, the police are informed of this.
- The parent(s)/carer are then contacted and informed.
- A recent photo and a note of what the child is wearing is given to the police.
- The Nursery Manger talks to staff to find out when and where the child was last seen and records this.
- The Executive Head teacher contacts DHMAT and reports the incident.
- DHMAT officer comes to the provision immediately to carry out an investigation with the Senior Leadership Team where appropriate.

Child going missing on an outing

This describes what to do when our staff, have taken the children off site for an outing.

- As soon as it is noticed that a child is missing, the staff members on the outing ask children to stand with their parents or designated carer and carry out a headcount to ensure that no other child is missing
- One staff member searches the immediate vicinity, but does not search beyond that
- Site / centre management at location of outing informed
- The Nursery Manger contacts the police and reports that child as missing
- Executive Head/Senior Leader is contacted immediately and the incident is recorded.
- Parents/ carers are informed (if they are not on site/visit)
- Our staff take the remaining children back to the setting as soon as possible
- According to the advice of the police, a senior member of staff, should remain at the site where the child went missing and wait for the police to arrive.
- A recent photo and a description of what the child is wearing is given to the police
- Executive Head teacher contacts DHMAT and reports the incident.
- DHMAT comes to school immediately to carry out an investigation.
- Our staff keep calm and do not let the other children become anxious or worried.

The investigation

- Ofsted are informed as soon as possible and kept up to date with the investigation.
- DHMAT carries out a full investigation, taking written statements from all our staff and volunteers who were present.
- Senior Leaders, together with the nursery Manager speaks with the parent(s) and explains the process of the investigation.
- The parent(s) may also raise a complaint with us or Ofsted.
- Each member of staff present writes an incident report detailing: -
  The date and time of the incident
  Where the child went missing from e.g. the setting or an outing venue
  Which staff/children were in the premises/on the outing and the name of the staff member who was designated as responsible for the missing child
  When the child was last seen in the premises/or on the outing, including the time it is estimated that the child went missing
  What has taken place in the premises or on the outing since the child went missing
- The report is counter-signed by the senior member of staff and the date and time added.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all our staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff and parents. Children's social care may be involved if it seems likely that there is a child protection issue to address
- In the event of disciplinary action needing to be taken, Ofsted are advised
- The insurance provider is informed.
- Review all relevant policies and procedures.