SANDCASTLES POLICY

*CONTINGENCY & EMERGENCY PLANNING*

MISSING CHILD PROCEDURE

**Prevention:**

* External doors are locked
* Visitors are accompanied (including contractors)
* Staff attend the door at arrival / departure
* Register number is checked against physical number of children (signed with initials)
* Children are counted when going on outings, during the outing and on return.
* Children are counted into and out of closed porch (two adult only doors), children are counted at each gate point on route to play area / annex. Children taught lining up and counting routine.
* Staff communicate when children head into loo from garden to ensure remaining staff know number of children
* Registers are to be kept accurately and promptly.
* If prospective parents report child is an escape risk – we invite the parents in to review our security and suggest any additional steps which will help safeguard their child, we are always accommodating of reasonable adjustments but also honest in our assessment of how successfully we can reduce risk.
* If any child persistently refuses to follow adult request to line up / come in doors staff will communicate this with all team (inc SENDco) to ensure this child holds an adults hand and is supervised and supported more closely.

**ACTION**

1. Inform all other staff to get help */ confirm that a child is missing*
2. Search all Nursery Rooms (N.B. cloakroom & airing cupboard & sand house & under mezzanine stairs)
3. Check external doors & office door
4. Quick look outside - you cannot search all Morecambe (garage / cellar / resource shed open?)
5. Search upstairs - family to do if possible as they would be quicker
6. Telephone 999
7. Notify parents
8. Continue looking whilst awaiting help.

\* Keep other children safe & calm

M.E.Coates & Helen O’Hagan 30 Nov 2024. To be reviewed Nov 2027