

Highbury Primary School & Nursery



Missing Child Policy

Statement of Intent

Highbury Primary School & Nursery is committed to provide a safe and secure environment in which children can grow and develop.

Using a system called Famly, we record the arrival and departure times of all children, so it is always clear which children are present at nursery. Children are regularly accounted for during the day as staff will take a regular head count, checking the numbers of children present against the names of the children signed in on the register.

In the unlikely event of a child going missing within the nursery the following procedure will be implemented:

- The manager will be notified immediately.
- A full headcount will be completed against the register to ensure that the child is not being cared for in another room.
- All staff present will be informed and an immediate thorough search of the nursery both internally and externally will be made, ensuring that all other children remain supervised throughout.
- If the child remains missing, the parents will be contacted and kept informed.
- At this point (which would be a maximum of ten minutes) the police will be contacted.
- A second search of the premises will be carried out while waiting for the police to arrive.
- Where it is safe to do so, staff will check the immediate vicinity for the child.
- Staff will then wait for the police to arrive and follow their instructions. The manager would continue to organise the search whilst awaiting the police.

After the incident, a full report will be made and Ofsted would be contacted.

Outings

In the unlikely event of a child being lost whilst on a trip or outing, the following procedures will be followed:

- A full headcount will be completed against the register.
- All staff present will be informed, and an immediate search of the surrounding area will be completed, ensuring that all other children remain supervised throughout.

- The police will be contacted.
- The nursery manager will be notified and will inform the child's parents.
- Staff will then wait for the police and nursery manager to arrive and follow their instructions.
- Staff will return to the nursery with the other children.
- Staff to complete a full report of events.
- The nursery manager will notify Ofsted.

Missing child incidents are extremely worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible. The staff will feel worried about the child; especially the member of staff who was responsible for the child whilst on the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time that the child is missing increases. The Nursery Manager will ensure that the staff feel supported while they are feeling vulnerable.

The other children may also be sensitive to what is going on around them. The remaining staff caring for the children need to focus on the needs of the children and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.

Policy Reviewed:	June 2026	Nursery Manager:	Rebecca Frost
Review Date:	June 2027	Admin Officer:	Angie Bayliss