



## OXHILL NURSERY SCHOOL

### Missing Child policy

#### **RATIONALE:**

The care of all our nursery children is paramount and we always strive to ensure that they are safe while they are with us. Children are encouraged to use the building safely and independently to move around, change footwear etc. To support this independence, the front door is always kept locked (apart from designated times (DOOR OPEN TIME) when supervised by a member of staff) and can only be opened by a member of the office staff with the aid of the door release button, situated in the office.

Office staff ensure that all visitors to nursery sign the visitors book as they enter and leave nursery. All visitors are asked for identification and where appropriate DBS numbers. A member of staff will escort the parent / carer / visitor to the child's room.

We have strict procedures in place to ensure that children are supervised at all times both inside the nursery and whilst accessing the outdoor area.

Our legal adult ratios are maintained at all times =1 to 13 for 3 and 4 year olds, 1;4 for twos and is often higher.

Staff to remain vigilant at all times, particularly with children who have a tendency to 'wander'. Gates have been installed with double bolts on to add to security.

Children are instructed not to leave the nursery without a known adult and to hold their adult's hand.

A list of **all the children** on the premises along with named adults, identified on their data sheets as being able to collect a child, will be kept in the office. Parents / carers are asked to provide us with a Security Password that adults other than those named can use.

#### **ENTERING NURSERY AT THE START OF BOTH MORNING AND AFTERNOON SESSIONS**

- Staff greet the parents / carers and children outside of the school building
- A member of staff, at the internal main entrance doors to ensure that children enter the building safely and do not run out the door after their parents once they have handed them over to staff.
- At the end of the session the children will be taken to a designated area of the rooms where they will sit and wait for their parents/ carers. In two year old room, all doors will be closed and only the double doors leading into the corridor opposite the meadow will be opened by staff indicating that the children are ready for collection.
- Parents to be encouraged to go into the classrooms to collect their child and not call out to them from the corridor.
- Children who are not collected on time are to remain with a key worker whilst office staff are alerted and follow procedures for Children Not Collected are followed. (See Children Not Collected policy)

## **COLLECTING CHILDREN EARLY**

Parents/ carers collecting children early by prior agreement alert staff by using the doorbell and office staff will greet them at the door, then ring the classroom and a staff member will bring the child to the front door.

## **DURING OUTDOOR PLAY**

When all the children are outdoors together the following procedures must be followed:

- Staff to ensure that the adult / pupil ratio is at least 1:13 for 3 and 4 year olds, 1:4 for twos
- Staff to remain vigilant at all times and ensure that they are spread out across the outdoor area.
- When it is time for the children to return to their classrooms staff will ensure that all children are accounted for before they leave the garden and checked again once they have returned to their classroom.
- Majority of toys and equipment to be put away with the children then adults to tidy the garden when necessary after the children have been collected.

## **INCIDENT OF A CHILD BECOMING LOST IN THE NURSERY**

If a child becomes lost during the nursery session, then the following procedures must be followed:

- All staff, including the office staff and caretaker, should be immediately alerted after the alarm has been raised. If the HT is not on the premises, then every effort should be made to ensure that she is contacted and made aware of the situation and what measures have been taken at the earliest possible opportunity.
- A thorough search of both indoors and out should be carried out. One member of staff to remain with the children in each classroom while the remaining staff join the search.
- If after an exhaustive search the child is still missing the office staff will contact the Police for assistance, providing a full description of the child, time the child went missing and results of our own investigations.
- Parents and carers to be informed.
- A full investigation to be carried out by the HT / DH and policy / procedure reviewed if deemed necessary.

<b>Date reviewed</b>	_____	(date)
<b>Signed on behalf of the governing body</b>	_____	
<b>Name of signatory</b>	_____	
<b>Role of signatory</b>	_____	