

Here at The Teddy Bears Inn Day Nursery we have stringent enforcements in place to ensure the safety and welfare of all children which includes registration, in & out book, child & parent/guardian self registration, door and gate entrance security systems fenced perimeters and a CCTV system. In the unlikely event that a member of staff discovers a child to be missing from the Nursery then the following steps should be taken:

1. Check with every member of staff that the child has not been collected by a parent or carer. This should include the checking of the in & out book.
2. Ensure the main entrance gate to the Nursery premises is closed. If it is open then immediately turn the switch on the wall adjacent to the gate and door security phones inside the Nursery to the opposite position and ensure the gate closes.
3. Speak to all adults / visitors on the premises at that time and carry a thorough search of the building and premises. When carrying out this search give priority to where a child may be most at risk i.e. outside areas where there is access to the road.
4. Where appropriate, staff may address careful questioning to other children present to see if the whereabouts of the child is known.
5. When a complete search has been carried out and all adults on the premises have been consulted, and the child has still not been located, the senior member of staff on duty shall contact the police to inform them that the child is missing. And as soon as possible a senior member of staff shall contact the parent to inform them.
6. Once both the police and the parents have been informed then both proprietors shall be contacted and informed.
7. It shall be the duty of the proprietors and senior member of staff to immediately contact and draw in additional staff from the emergency cover staff list to support the setting.
8. Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings.
9. The proprietors should then inform Ofsted of the incident.
10. In the unlikely event that the child is not found the nursery will follow the local authority, procedure.
11. In any cases with media attention staff will not speak to any media representatives

12. With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience, management will provide this or seek further support where necessary
13. Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring to be reduced.