

Forfar

EDUCATION

Forfar Education Missing Child Policy

Children are closely supervised throughout the day by staff. During the day, the children may move between activities under the supervision of staff. To further ensure the children's safety, we have the following systems in place:

- A register is taken at the beginning of each session, morning by 9 am and afternoon by 1 pm.
- In the Nursery, the main gate is kept locked at all times, and access is gained via the buzzer, a member of the little crickets team will let you in.
- Staff are on gate duty. The gate will be open for drop off 8am-8:45 and collection 4:30pm – 6:00pm
- All site gates are locked during the day.
- If a child leaves during the school day for any reason the parent or carer collecting them must wait at main entrance to be let in.

In the unlikely event that a child appears to be missing within the school/nursery, the following procedure will be followed:

1. A senior member of staff will be informed immediately, and all available staff present will be deployed to start an immediate and thorough search.
2. The Head or Deputy, or in their absence, will be informed and will also carry out a search of the area.
3. Other adults in the vicinity will be asked if they have seen the child.
4. If appropriate, on-site security will also be informed, and a description of the child/children will be given.
5. After 15 minutes, in the event of the child not being found, the nursery manager will immediately inform the police, the parents/carers.
6. During this period, staff will continue searching for the missing child, while other staff will work to maintain as near to normal a routine as possible for the rest of the children.
7. Any parent or carer who finds a lost child must bring them immediately back to the nursery immediately.

8. The Nursery Manager will meet the parents/carers and police.
9. The Manager will await instructions from the police.
10. Any incidents where the child has been lost for longer than 15 minutes must be reported to the Group Safeguarding Lead, Jo Storey, as soon as possible and recorded on the appropriate platform.
11. Any incident where the child has been lost off-site must be reported as a “Near Miss” in the system.
12. Relevant local authorities and regulatory bodies will be contacted and informed of any incidents within 24 hours.

The Head of School/Nursery Manager must keep in mind at all times, and act upon, the primary principle laid down in the Children Act – the welfare of the child is paramount.

Policy Owner: Group Head of Early Years

Last Reviewed: March 2025

Date of Next Review: September 2025