

## **The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School**

### **Missing Child Policy**

There are a limited number of situations where a child may be considered to be missing. These times are as follows:

- A child becomes missing from the school.
- A child has become separated on a school outing.
- An unapproved adult takes a child from the school.

#### **Kintore Way Nursery School**

- School main door opens at 8:40 am.
- The door is monitored by a member of the Senior Leadership Team.
- At the designated start times, parents will accompany their child/ren to the relevant area / room to be handed to a member of staff.
- Parents walk their child their room for Seashore, Desert and Orchard and met by a member of staff.
- River and Rainforest children are walked through the playground to the door of the room and met by a member of staff at the door. Parents are responsible for their child until the child walks into the room and marked on the register
- The room times are:
  - AM 8.45-11.45
  - PM 12.30-3.30
- Seashore, Desert and Orchard registers are marked once the children arrive in the room and the children get their name badge.
- River and Rainforest complete the registers as the children come to collect their badge once seeing the child come through the door.
- The gate closes at 9:05am.
- Staff greeting children at the door must stand in doorway so that children cannot leave the room before the gate is closed at 9:05am
- Staff can not leave the doorway. If they need to get something or meet with a parent, they must have a colleague assist at the doorway.
- Parents arriving after 9.05am must go to Reception area and sign the entry sign system providing the time and reason for lateness. Parents must wait with their child whilst a staff member from their room is called and asked to collect their child.
- Registers are returned to the office by 9:30am.
- At home time, the door is opened at 3.25pm
- Parents follow the procedure of dropping their child off at the room doors and collect in the same way.

#### **The Grove Nursery School**

- School gate opens at 8:45am.
- The gate monitored by a member of the Senior Leadership Team and / or Lead Teacher.
- All parents drop their child at garden gate.

- A staff member may walk children around the path to the decking to collect their badge, children are encouraged to walk themselves with staff being able to supervise them.  
Session times  
AM 8.45-11.45  
PM 12.30-3.30
- Registers are marked as the children walk through the gate.
- The gate closes at 9:05am.
- Staff greeting children at the gate must stand in gateway so that children cannot leave the garden.
- Staff cannot leave the gate. If they need to get something or meet with a parent, they must have a colleague assist at the gate.
- Parents arriving after 9.30am must go to Reception area and sign the child in late providing the time and reason for lateness. Parents must wait with their child whilst a staff member from their room is called and asked to collect their child.
- Registers are returned to the office by 9:30am.
- At home time, the gate is opened at 3.25pm and is closed at 3:40pm.
- Parents collect their child from the garden gate.

### **The Federation**

- Calls are made to parents of children who are absent where a message has not been received. Calls are made to parents when children are repeatedly absent.
- A member of the Senior Leadership Team is informed of any absent children whose parents cannot be contacted.
- In each class the white board is used to display the total numbers of children who are in attendance.
- If a child is collected by the parents/ carers midsession, the child's name is displayed on the class white board in order to inform staff of the absence.
- If a child arrives late the white board is amended to ensure numbers are correct at all times during each session.
- If a child is collected by an adult other than their usual collector, the adult collecting must give an agreed password or have telephone confirmation from the parent to the member of staff who is handing over the child. The office will call the parent back and confirm parents phone number is on list of collectors (records to be regularly updated)
- If a child is collected early by an adult other than their parent the office will check the authorised collectors list.
- Children collected late will remain in their room until the parent arrives to collect. Parents may be charged a late fee in accordance with the Federation Charging and Fees Policy.
- Children attending extended services at the end of the day will be marked on a separate register and is collected at 4pm from the main reception.
- Attendance registers are printed at the end of each week and filed in the office.

### **Incidents occurring in either School**

In such cases, the following action should be taken:

- One or more members of staff should search the building, garden and immediate vicinity, while still ensuring that the remaining children are sufficiently supervised.
- Staff should remember the safety of the other children, with regard to supervision and security, gathering them indoors, checking numbers against the register, and noting the time.

- The senior practitioner in the child's room should delegate search responsibilities to other members of staff and alert the Headteacher, who will make enquiries of relevant members of staff as to when and where the child was last seen.
- If the child cannot be found within fifteen minutes, then the police and parent/s must be informed.
- Searching should continue, opening up the area, and keeping in touch by mobile phone with all individuals concerned.

#### **Incidents occurring outside of either School**

- If the child is missing along with the parent helper accompanying them. Attempts to be made to contact the parent on their mobile phone.
- If the child is missing while on an outing away from the building, contact should be made with the Headteacher.
- Staff should refer to the Missing Child procedures of the place of the visit, if appropriate.
- If the child cannot be found within fifteen minutes, then the police and parent/s must be informed.

#### **Unapproved collections**

- If an unapproved adult has collected the child, the police may need to be contacted after consultation with the child's parent or carer.

#### **Security**

- If there is concern that a lapse of security may have taken place at the School, the children should be gathered and numbers checked against the register, to verify that all children have stayed on the premises.

#### **Special Family Events within the School**

Parents have responsibility for their child while on premises at all times. If a child goes missing during an event the Headteacher or person responsible should be informed immediately. A search should be carried out and if the child is not found within 15 minutes the Police informed.

When any situation has been resolved, members of staff should review the circumstances, complete a risk assessment and put in place measures to reduce the likelihood of a similar event occurring in the future.

They should also be regularly creating opportunities to sensitively help children learn about keeping themselves safe from harm.

A prompt verbal report outlining the circumstances should be made to the Chair of Governors, followed by a written report to be presented to the next meeting of the Governing Body of the Federation.

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Policy Name

Missing Child Policy

Adopted and signed on behalf of The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School by the Governing Body at the meeting on

19<sup>th</sup> March 2025

Name of Governing Body Representative

Robert Weir

Signature of Governing Body Representative



Signature of Headteacher



Date signed 19<sup>th</sup> March 2025

Date to be reviewed: Spring 2026