

Hanover Street School



Missing/Absent/Lost Person Policy & Procedure

<u>Relevant Performance Indicators</u>		
<i>HGIOELC(2016) & HGIOS4(2015) Quality Indicators</i>	2.1	Safeguarding and child protection Arrangements to ensure wellbeing National guidance and legislation
<i>Health and Social Care Standards (2017)</i>	3.20	I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.
	3.21	I am protected from harm because people are alert and respond to signs of significant deterioration in my health and wellbeing that I may be unhappy or may be at risk of harm.
	3.23	If I go missing, people take urgent action, including looking for me and liaising with the police, other agencies and people who are important to me.

Policy Written By	In Consultation With	Date of Review	Date of Next Review	Changes Made	Signature(s)
Sarah Lemmon, SEYP	Nursery Team	April 2019	April 2020	Risk/benefit approach towards ratio, rather than fixed numbers.	<i>S Lemmon</i>



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1. Introduction

Children's safety is maintained as the highest priority at all times both within the Nursery and when children are out in the garden.

Further risk assessments are carried out when the children leave the school grounds for trips or for taking part in our Wee Green Spaces project.

The following document will detail security measures taken and the procedure that will be followed in an emergency situation if a child goes missing.

2. Nursery Safety Measures

- Hanover Street School has a security entry system at the main entrance. All visitors entering the building must pass through a reception area where a member of the Nursery Team will be present at drop off and pick up times. This is to help ensure only nursery parents/carers enter and leave the school at this time.
- The nursery doors themselves have double locks, one high up, to prevent children being able to leave the nursery without an adult.
- A member of the nursery team will be on hand to greet all parents/carers and children on arrival to help ensure children are welcomed in safely.
- Parents/carers will sign their children in on arrival and note who will be collecting at pick up time.
- If someone arrives at pick up time that is not recorded or is not the main parent/carer then staff will call the child's parent/carer to check before handing the child over.
- Staff check sign in registers at 9.15 (am session) and at 1.15 (pm session). Any child not present will be marked as absent and staff will record the total number of children on each side of the nursery. (Appendix 1)
- These numbers will then be displayed in the main room next to the snack area and also on each cloakroom next to the door to allow checking before leaving the room.
- This information is then transferred onto SEEMIS, the school administration system.
- If a child is absent for more than 2 days a call will be made to their parent/carer to check if everything is ok.
- All visitors to nursery will be supervised and if any visitors leave during the nursery session then the door will be checked on their departure.
- A minimum adult to child ratio of 1 adult to 10 children will be maintained at all times and two members of staff will be present at all times.



(This Ratio is for qualified staff members and does not include volunteers or students.)

3. Visiting the Nursery Garden

- When children leave the nursery to go to the garden, a headcount will again be done and a list of the children's names will be given to the staff remaining in the nursery to inform them of who has left the nursery.(Appendix 2)
- The staff taking the children outside will also take a copy of the names to ensure they have a written note/list of the children present in the garden.
- If the children are returning to Nursery, a headcount will be carried out before the children leave the garden and the children present will be checked against the names on the list.
- If the children are being picked up from the garden then the sign in sheets will be taken out to ensure child safety can be maintained.
- If some of children are outside at pick up time and some are inside then the written list (noted above) will be used as a sign out sheet.
- A minimum adult to child ratio of 1 adult to 10 children will be maintained at all times and two members of staff will be present at all times.

(This Ratio is for qualified staff members and does not include volunteers or students.)

- Due to the toilet facilities being inside the school building this ratio should be taken into account so where possible an extra member of staff should go to the garden or if a child needs the toilet staff should take extra children with them to ensure the ration of 1:10 is maintained at all times.

(As of May 2019, the staff and children are trialling a "pop-up toilet" to aid free-flow play and child safety.

4. If a child goes missing during a nursery session:

- Upon finding that a child is missing the time should be noted down and a search of the nursery will be completed.
- If the child is not found then a member of staff will gather the remaining children and a head count will be carried out to ensure no other children are missing.
- Sign in sheets will be checked to ensure the child has not been picked up early.
- A member of the management team will be notified i.e. Depute Head, SEYP or Teacher.
- Reception team at the main office will be notified as to heighten security on the door.



- If after 10 minutes the child is still not found then the police will be called and the search will continue both inside and out until they arrive.
- A member of the management team will notify the parent/carer of the child involved and keep them updated throughout.
- **A search for the child will continue from the moment the child is noted missing until they are found or the police advise otherwise.**

5. Wee Green Spaces

Our Wee green Spaces project is done weekly where children leave the Nursery setting and visit the beach or a nearby area of Green Space.

To ensure children safety at all times the following procedures/measures are taken.

- A rota is drawn up in advance, based on the children's development and knowledge of the Wee Green Spaces routine, and parent/carers are informed beforehand.
- A risk assessment is written before every visit.
- Staff discuss the safety rules with the children before they leave the Nursery, to ensure the children are involved in the risk assessment.
- A final headcount is carried out and a note is left with the remaining staff within the nursery to inform them of who has left the nursery.(Appendix 2)
- The staff member leading the activity will also keep a note of the children.(Appendix 2)
- Staff ratios will be advised by Aberdeen City Council ratios, and the developmental needs of the children.
- Staff carry a mobile phone at all times so they can contact the school in any emergencies.
- All children wear hi-visibility jackets/waistcoats.
- Children are put in pairs with their adult and, wherever possible during the outdoor session, will stay in these groups.
- A headcount will be carried out before leaving the school grounds and then on arrival at the Wee Green Space. This will be repeated on the return journey and regularly throughout the session if staff feel it is required.
- Regular risk assessments of the area frequently used will be carried out by the Nursery Staff.

6. Outdoor Walk or Trip

Staff may take children may for a walk around the local area or may go for a Nursery Trip.



To ensure children safety at all times the following procedures/measures are taken.

- A risk assessment is written before every visit.
- Staff go over the safety rules with the children before they leave the Nursery to ensure the children are involved in the risk assessment.
- A final headcount is carried out and a note is left with the remaining staff within the nursery to inform them of who has left the nursery. (Appendix 2)
- The staff member leading the activity will also keep a note of the children on the walk/trip.(Appendix 2)
- Staff ratios will be advised by Aberdeen City Council ratios, and the developmental needs of the children.
(This Ratio is for qualified staff members and does not include volunteers or students.)
- Staff carry a mobile phone at all times so they can contact the school in any emergencies.
- All children wear hi-visibility jackets/waistcoats.
- Children are put in pairs with their adult and wherever possible during the session will stay in these groups.
- A headcount will be carried out before leaving the school grounds and then on arrival at the destination.
- This will be repeated on the return journey and regularly throughout the session if staff feel it is required.

7. If a child goes missing during a Wee Green Spaces Session or Nursery Walk/Trip

- Upon finding that a child is missing the time should be noted down and a search of the area will be done.
- If the child is not found then a member of staff will gather the remaining children and a head count will be carried out to ensure no other children are missing.
- A member of the management team will be notified i.e. Depute Head, SEYP or Teacher. They will send another member of the school to escort the remaining children back to the school.
- If after 10 minutes the child is still not found then the police will be called and the search will continue until they arrive.
- If staff are within an enclosed area i.e. a shop or a building then other help will be requested where possible and the security team if present will be notified to seek their assistance.
- The member of staff leading the activity will stay at the area until the Police arrive to pass on the relevant information.
- A member of the management team will notify the parent/carer of the child involved and keep them updated throughout.



- **A search for the child will continue from the moment the child is noted missing until they are found or the police advise otherwise.**

8. Managing Children and Adults

- A missing child can be very worrying for all involved. Part of managing the situation is to ensure everyone stays calm and the children do not feel anxious or worried.
- The staff dealing with the remaining children should not discuss the issue on front of the children or around them to help reduce the risk of the other children becoming distressed.
- The staff team will also feel worried and anxious and wherever possible should try and remain calm. Senior members of the team should ensure clear communication and offer support to all involved.
- Parents will feel angry so when dealing with an upset or angry parent then two members of staff should always be present and wherever possible a senior member of the staff team should be present.
- If the incident becomes public knowledge then staff or any member of the school team should not discuss the situation outwith school grounds.

Appendix 1
Health and Safety: Daily Number of Children

	Blue Nursery AM	Red Nursery AM	TOTAL	Blue Nursery PM	Red Nursery PM	TOTAL
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Appendix 2

Date:

Day:

Time:

Names Of Children out of the Room