



Jumping Beans Lost Child Procedure

At Jumping Beans, we are committed to promoting children's safety and welfare when we are on or off the premises. Every attempt is made to keep the exit/entrances as secure as possible so the safety of the children is maintained at all times. In the unlikely event of a child going missing within/from Jumping Beans, we have the following procedure which will be implemented immediately.

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The Jumping Beans Leader & Head teacher will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the nursery, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children so they remain supervised, calm and supported throughout.
- Register should be checked to ensure no other children are missing.
- Doors and gates to be checked to see if there has been a breach of security enabling the child to wander out.
- The Head teacher (DSL) or Jumping Beans Leader will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted.
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in Jumping Beans.
- The Head teacher/Room Leader will meet the police and parents. The Head teacher/Room Leader will then await instructions from the police
- In the unlikely event that the child is not found the nursery will follow the local authority and police procedure.
- 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.
- Ofsted must be contacted and informed of any incidents.
- 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.
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

Missing Child on an Outing

- Immediately when noticed a child is missing, staff on the outing on the outing will immediately do a head count to ensure no other children are missing.

- A staff member will immediately search the vicinity but no further.
- If an indoor or outdoor venue, the venue's security should be contacted immediately so they can aid in the search and contact the police if the child cannot be found.
- The Jumping Beans Leader should be contacted immediately and the incident reported and the actions being taken. The headteacher should be informed.
- If the venue is not a secure venue i.e a local walk the Jumping Beans Leader /Head teacher will contact the police.
- Jumping Beans Leader/Headteacher will contact the parents.
- Staff will take the children back to the setting when instructed by the Jumping Beans Leader or Headteacher.
- A responsible member of staff will be asked to stay at the venue until the issue is sorted.
- An investigation will be carried out by the Jumping Beans Leader/Headteacher and Governors.

Ofsted will be informed.

Date:

Signed:

Reviewed