

The Jungle Day Nursery & Cheeky Monkeys Nursery Ltd

Policy No 36-08

Missing child

This policy defines the procedures to be followed upon where it is discovered that a child is missing during a nursery session.

1. Upon arrival at the nursery each child is marked as present in a register in a designated room appropriate to their age.
2. All staff are assigned to a room and have the responsibility for a number of children present.
3. As a minimum, nursery staff will conduct an appropriate head count/ registration check all throughout the day. During the nursery sessions the children may be dispersed through different activity areas, but will re assemble at the base activity area for snacks.
4. If the child still has not been found, the nursery manager will immediately contact the police and the child's / parents/ guardians, and a record made in the child's notes and in the incident log of all action taken.

Signed by _____ Date _____ Review Date _____

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