

Missing Children Willow Nursery School

If a child is discovered to be missing from the Nursery:

- Check with all members of staff when the child was last seen, and that they have not been collected whilst something else was going on.
- Organise a thorough and systematic search of the building and surrounding playground etc.
- Try not to worry the other children
- Telephone parents or Emergency Contact to explain the situation and double check that the child is not there or the whereabouts known

If still unable to locate the child:

- Notify the Police of a Missing Person

When the missing child has been located and safely returned to school, the Headteacher will conduct an investigation into the circumstances of the child going missing. This is in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the child going missing.

Reviewed :Spring 2025

Next Review: Spring 2027