



*Maisie Poppins*  
**Nursery**

the holistic approach to childhood

**Maisie Poppins Nursery: Updated Policies & Procedures**

**Policy and Procedure for missing Child**

**Policy**

We aim to safely supervise children when we go on outings or trips, but in the unlikely event of a child going missing we have a written procedure that we will be following.

**Procedure**

- We will immediately raise the alarm and search the area.
- We will provide everyone involved in the search with a description of the child.
- We will contact the police, if the child is not found within a reasonable amount of time and dependent of the individual circumstances at the time, e.g. location, age of child.
- We will alert the parents of the situation.
- We will reassure the other children with me as they may be distressed.
- We will notify OFSTED within 14 days of the incident occurring.
- We will take every precaution to avoid situations like this happening by implementing the following measures.
- Ensuring the children hold hands or pushchairs whilst we are out.
- We will teach the children about dangers of wandering off and talking to strangers.
- Each outing will be risk assessed and amended/updated if there are significant changes in a journey or outing.

Author: May Collin ©

Maisie Poppins Ltd.  
St Joseph's, Mare Street, Hackney E8 4SA

t: 0208 016 9082  
e: admin@maisiepoppins.com  
w: maisiepoppins.com

Limited company number: 0967108  
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