# Headcount Policy and Procedure - Nursery

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| Version Number: | 1.0 |
| Policy Reference: | LP-PP-055 |
| Policy Owner: | Head of Nursery |
| Additional Reviewer(s): | Head of Prep |
| Governing Body Reviewed/Approved: | No |
| Published on College Website: | Yes |
| Regulatory References: | |
| Other policies referred to: | |
| Date of Next Review: | November 2027 |

## 1.0 INTRODUCTION

To ensure the safety and security of all children by maintaining accurate and regular headcounts throughout the day. This procedure helps staff confirm that every child is present, supervised, and safe at all times. It forms an essential part of the nursery's safeguarding and health & safety policies.

## 2.0 SCOPE

This procedure applies to:

- All nursery staff.
- All children attending the nursery.
- All on-site and off-site activities (e.g. outdoor play, walks, extra-curricular activities e.g. Forest School, Drama Studio, Art room, PE hall and transitions to/from the dining hall).

## 3.0 RESPONSIBILITIES

| Role | Responsibility |
|---|---|
| Nursery Manager | Ensures procedures are followed and records are maintained. |
| Room Leaders / Practitioners | Conduct and record headcounts as required. |
| All Staff | Remain vigilant and report any discrepancies immediately. |
| DSL | Ensure any discrepancies are dealt with immediately and followed using Safeguarding reporting procedures |

## 4.0 PROCEDURE STEPS

### A. Arrival and Registration

- On arrival, children are signed in by staff using the attendance register and the FAMLY app.
- A manual headcount is taken by the room leader and compared with the attendance register.
- Late arrivals are added to the register as soon as they arrive.
- The total number of children present is written on the room's whiteboard/blackboard. This is also recorded on the blackboard when children are at play.

### B. During the Day

Regular headcounts are conducted:

- Every transition (e.g. moving from classroom to outdoor play, to the dining hall, or to extra-curricular activities).
- At set intervals at least once every hour.
- After any external visit immediately upon returning indoors.

Procedure:

1. Count all children physically present.
2. Cross-check against the room register.
3. Record the check in the Headcount Log Sheet (time, initials, and number present) and/or FAMLY app.
4. Report any discrepancies immediately to the Room Leader or Nursery Manager and the DSL.

### C. Outdoor Play

- Staff must perform a headcount before going out, during play, and before coming back inside.
- All gates and exits must be checked and secured.
- Children line up and are counted out and counted back in.
- A member of staff stands at the back of the line and only enters once all children have been accounted for.

- Staff must ensure ratios are maintained at all times.

### D. Home time

- A staff member signs children out upon collection in both the register and Famly app.
- Staff verify that the number of children remaining matches the attendance register.
- A final end-of-day headcount is recorded before closing.

## 5.0 MISSING CHILD PROCEDURE

If a child is unaccounted for:

1. Immediately alert the Nursery Manager and DSL
2. Initiate the Missing Child Procedure (search the area, contact parents, and call authorities if necessary).
3. Complete an incident report once the situation is resolved.

## 6.0 RECORD KEEPING

- Headcount records and attendance registers are maintained daily.
- Logs are reviewed weekly by the Nursery Manager.
- Any discrepancy or incident is documented and investigated.

## 7.0 REVIEW AND TRAINING

- All staff receive training on this procedure during induction and annually thereafter.
- The procedure is discussed during staff 1:1 meetings and supervision sessions.
- The policy is reviewed every 12 months or following any relevant incident.