



Missing Child Policy

Missing child procedure: Child on the premises

As soon as it is noticed that a child is missing the staff must alert the Manager.

The Manager will carry out a thorough search of the building and garden. A designated member of staff must check all doors and gates to see if there has been a breach of security whereby a child could wander out.

If the child is not found within 10 minutes the manager must contact the parents and report the missing child to the police.

The Manager will then talk to the staff to establish where the child was seen last and at what time, all of this information will be recorded.

After the incident a full written report must be produced detailing:

- a) who was responsible for the child
- b) when the child was last seen
- c) future actions as a result of this incident
- d) any other conclusions

Ofsted must be informed

Child going missing on an outing

As soon as it is noticed that a child is missing, staff on the outing must gather all of the children together with their designated lead member of staff and they must conduct a register call and head count.

A designated person usually the senior member of staff on the trip will immediately begin to search the venue for no longer than 10 minutes.

If the child is not found the senior member of staff will then contact the Pre-school Manager who will contact the police to report the incident. The Manager will then contact the child's parents and ask them to make their way to the venue.

The Manager will then talk to the staff to establish where the child was seen last and at what time all of this information will be recorded.

The Senior member of staff must remain at the venue and wait for the police and the rest of the staff must take the remaining children back to the setting.

After the incident a full written report must be produced detailing:

- e) who was responsible for the child
- f) when the child was last seen
- g) future actions as a result of this incident
- h) any other conclusions

Ofsted must be informed