



Missing Child Policy

Date: April 2023

Review Date: April 2024

Statement:

The children's safety and welfare whilst in the care of Pippins Preschool is our number one priority. The chances of a child going missing are very slim, however it could happen and this is why it is paramount that this Policy and Procedure be followed.

Aim

- To provide a safe and secure environment where all risks are assessed, minimised and controlled. To follow all of our procedures to ensure the safety of children at all times.

Procedure

To minimise the risk of a child going missing we make sure to:-

- Complete head counts at regular intervals throughout the day;
- Complete head counts when lining up to go outside and when lining up to come back indoors;
- Ensure that when children arrive at the start of their session they are signed in on the register and are signed out when they leave the premises;
- Ensure that all staff are responsible for the whereabouts of the children;
- Take appropriate steps to ensure the premises and surrounding site is secure.

In the unlikely event a child should go missing:-

- We must ensure that the staff are informed and an immediate search of the setting is made, followed by a search of the surrounding area;
- We must ensure that all other children are asked to sit for stories with another member of staff;
- If, after a search is carried out, the child remains missing the police will be immediately contacted;
- The parents / careers of the missing child will be contacted;
- During this period staff will continue to search for the missing child;
- Staff remaining with the other children will continue the routine as best as possible;

- The manager will meet the parents / careers and police and await instructions;
- Any incidents are recorded and accurate details are noted;
- OFSTED must be contacted and informed.