



November 23

## **Lost or Missing Child Policy**

As a childcare provider I must take necessary steps to safeguard and promote the welfare of children. Details of my policies must be made available to parents, including my procedure in the event of a child going missing at, or away from my setting. This policy meets the Safeguarding and Welfare Requirement on page 33, 3.73 of the EYFS 2017.

I ensure that my home and garden has sufficient security so that a child cannot leave whilst unattended, from the premises.

While on walks and visits to local places of interest, such as to the park, the beach, or on woodland walks, and to toddler groups, I risk assess the journey and the environment, planning outings in advance and thinking through any possible safety issues which might occur. When I am out of my home with the children I always carry a mobile phone on me and a list of parent contact details.

We will discuss with children before taking an outing, the expectations of behaviour including behaviour in the car. Children will be expected to hold hands, be transported in a buggy or to remain within a reasonable distance of me dependent upon their age and ability.

On arrival, we will discuss the procedure with older children about where to meet should they become separated from the group e.g. in a play park

### **The safety of children in my care is my priority, but on discovering that a child has gone missing, I will:**

- Immediately make a search of the surrounding area.
- Request help from people around me.
- If I am in a public building, I will alert the staff of the situation and ask for assistance in searching for the missing child.
- If I am in a place where it is possible to seal off exits and access CCTV, then I will request that this is done immediately.
- People involved in the search will be given a description of the child and what the child is wearing.
- I will reassure the other children in my care, as I am aware that this could become a distressing situation for them.

### **If the search is unsuccessful, within a short space of time (10 or 15 minutes) I will:**

- Ring the police, providing a description and keep searching the area.
- Advise the relevant parents and/or carers of the situation as soon as is reasonably practicable to do so.

### **After the event:**

- I will record details in my incident log and ask parents to sign it.

- I will consider any missing or lost child incident to be a 'significant event' and will therefore, inform Ofsted.
- I will also review my policy and procedure to establish what went wrong and how it can be avoided in future.

## **Uncollected Child Policy**

Drop-off and collection times and the name of the person who collects will be recorded in the childminding contract. I will only let your child leave my care with the adult who has the permission to collect and who is noted on the contract. If there is to be any change in the arrangement, we need to have discussed and agreed this in advance.

We can also agree our arrangement for an emergency situation or in an exceptional circumstance, such as using a password.

I am sure you would agree that the same person consistently collecting a child makes for a sense of security and it is important that parents arrive on time too, as even young children learn routine and know when their parents are due. However sometimes delays are unavoidable. If you are delayed for whatever reason, please contact me and let me know when you expect to arrive. You will be charged for each additional quarter hour as per my price list.

If your child has not been collected and I have not heard from you and I have not been able to make contact with you, I would phone your emergency contact number, which is noted on the contract and ask for your emergency contact person to collect your child.

If I have not managed to make any contact with you or your emergency contact, after a reasonable amount of time, I would be obliged to contact Childrens services.

During this period of waiting and uncertainty I would of course do my best to reassure your child and organise additional activities and food, but be aware that I may have other commitments at the end of the working day that might make it difficult to offer the normal childminding service.