



## **Missing Child Policy**

### **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.