

Missing Child Procedure

In the unlikely event that a child goes missing the following procedure will be followed:

1. Note the time; gather the children together into one group. Take register of children to establish which child is missing. Ask the children if they have seen the child, where and what they were doing.
2. Places to be checked
 - a) Store cupboard/chairs
 - b) Toilets- children and adults
 - c) Kitchen
 - d) Office/staff area
 - e) Immediate outside garden and playground area
 - f) Sheds
 - g) Easels
 - h) Under tables and chairs
 - i) School outside play areas
3. Alert the adjoining Primary school and request a search of premises and surrounding area.
4. Inform the child's parent/carer. (The child may be attempting to reach home).
5. If the child has not been located within 15 minutes, call the police. Inform social services, and Ofsted.
6. When all has been resolved record the incident and review safety policy and inform Ofsted of all changes made to procedures.

Missing Child on Outings

In the event of a child going missing on an outing, the following procedure will be followed.

1. Senior member of staff to call a register to establish which child is missing - note the time and location.
2. One member of staff to search the local area staying in view of the group.
3. Contact the management at the setting by mobile phone. Check immediate areas to see if child has come back.
4. Ask the children if they saw the missing child where they were playing.
5. Notify the owner, land owner or management of the location visiting.
6. Allocate 2 members of staff to search grounds and one to monitor the entrance and exit, making sure there is enough staff to supervise the remaining children.
7. If all searches fail to find the child call the police and parents and continue to search. All searches, areas searched and conversations to be recorded as quickly as possible.
8. When all has been resolved a full report of the incident should be documented, reviewing our safety policy and inform Ofsted of all changes made to procedures.