

## Missing Child Policy and Procedure

### Statement of intent

The safety and wellbeing of all children is paramount and there are systems in place to ensure that no child is able to leave Little Acorns Pre-School unaccompanied. In the unlikely event of a child being missing, the setting has procedures in place which will be followed immediately.

### Policy

It is the Pre-School policy that the building and outdoor area be secure at all times. This includes the main door being closed and the safety chain in place at all times. Only permanent staff at Little Acorns Pre-School will open the door (see Answering the Door Policy and Procedure). The outdoor area gate will be kept bolted at the top from the inside and the bolts at the bottom of the gate secure at all times. A daily safety checklist is used to ensure these precautions are in place.

A Collection of Children Policy is in place to ensure children are collected by authorised collectors.

**No child should go missing from the Pre-School premises** but in the unlikely event of a child going missing whilst on the premises the following procedure will be followed:

### Procedure

- If a child is noticed to be missing, the person in charge of the setting must be notified immediately. They will deploy staff members to search for the child; ensuring ratios are adhered to regarding the remaining children. The remaining children will be kept occupied and reassured by allocated staff members.
- The person in charge will find out who last saw the child, when and where.
- Staff will thoroughly search the premises, quickly, efficiently and systematically. The search should take no longer than five minutes to ensure the safety of the missing child.
- All exits should be checked to ensure none have been left unlocked
- No longer than five minutes should be spent searching.
- In the event of the child not being found after a search of the premises the Police and the child's parents must be contacted immediately to advise them of the situation.
- The search on the Pre-School premises will continue; the nearby area, including the Primary School and car park will also be searched by staff and any volunteers available, who are known to the Pre-School staff.
- The person in charge should liaise with the Police constantly throughout the search for the child.

- The incident will be recorded in the incident book and a review will be conducted, leading to an action to prevent a similar incident occurring and improvements to security will be made.
- The incident should be reported by the person in charge before the end of the day to Ofsted and the Pre-School Chairperson.
- After the investigation, feedback will be given to the family, other families and the committee, with a reassurance that security measures will be improved to prevent any similar incidents.

This policy was adopted at a meeting of Little Acorns @ Our Lady & St Oswald's Pre School held on (Date) 11/12/2015..... 12/9/2016  
Signed on behalf of management committee [Signature]..... [Signature]  
Role of signatory CHAIR..... CHAIR  
Term to be reviewed AUTUMN 2016..... AUTUMN 2017