



## Missing Child Policy and Procedure

*"Procedure to be followed in the event of a child going missing at, or away from, the setting"*

*Statutory Framework for the EYFS 2017 (3.73)*

If children are taught from an early age that their safety is important, it will help them to grow up feeling more confident. I will meet the requirements of the Early Years Foundation Stage and Childcare Registers by taking the following steps to minimise the risk of your child/children becoming lost whilst in my care. I will:

- ✓ Ensure my premises are secure and I will take steps to prevent unauthorised persons entering the premises.
- ✓ Ensure that I supervise your child closely when we visit places in the community such as the local parks, museums and shops (Please see my **Risk Assessments**).
- ✓ Ensure your child knows to stay close to me when we are away from the setting, assessing your child's stage of development to ensure the required level of supervision is in place.
- ✓ Teach your children about how to keep safe, so they also know the procedure to take should in the unlikely event, they become separated from me.
- ✓ Teach your children to learn about the dangers of wandering off.
- ✓ Encourage children to walk with me by holding hands or the pushchair.
- ✓ Advise children what to do if they find themselves lost.
- ✓ With parental consent carry an up-to-date photograph of each child in my care
- ✓ Recognise children's age and stage of development of the children I will identify a meeting point on arrival at the venue should we get separated.

**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, I will:**

- ✓ Ring the police, providing a description and keep searching the area.
- ✓ Advise the relevant parents and/or carers know of the situation as soon as is reasonably practical 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.

**Signature:** .....

**Amendment: 01/02/2020**

In the case of a missing child from the setting:

A child that has failed to attend the setting at the contracted time, and no contact has been made by parents to inform why they are late.

- ✓ Attempt to contact parents via phone call. Both parents/ carers will be called.
- ✓ Failure to reach parents/ carers, then the emergency contacts will be contacted to ensure the safety of the child is being met.
- ✓ If no one is reachable on the child's information sheet then 'Duty Officer' will be contacted with concern.

Signed: .....