



Missing Child Policy

Children's safety is maintained as the highest priority at all times both on and off premises. Head counts are carried out regularly to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Child going missing on the premises

As soon as it is noticed that a child is missing the Manager/Supervisor is informed.

They will carry out a thorough search of the building, outside area, school playground and immediate area.

The register is checked to make sure no other child has also gone astray.

Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.

If the child is not found, the missing child is reported to the police immediately and the child's parent/guardian is informed.

A record of the time and details will be made.

Child going missing on an outing

When a child goes missing from an outing procedures may be a little different, as parents usually attend and are responsible for their own child.

As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity.

If the child is not located the Police and parents are informed.

A record of the time and details will be made.

Staff take the remaining children back to the setting.

Date of policy approval

Sept 2018

Date of policy review

Sept 2019