



Missing child policy

We have the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for a child to go missing during sessions. We will periodically undertake a 'head count' during the session.

In the event of a child going missing, we have the following procedures in place:

- The member of staff who is alerted of the missing child will inform the manager/supervisor and the other staff. An immediate search will commence.
- A thorough search of the building and its perimeter will take place.
- A member of staff will ensure that the other children are brought together and kept safe and calm while the search takes place.
- When 15 minutes have elapsed, and the child is still missing, the manager will inform the police and the parent/carer of the child.
- The search will continue until the police arrive.
- The manager will be responsible for speaking to the police and to the parent/carer. They will co-ordinate actions needed and try to reassure the missing child's parent/carer.
- All information will be recorded in an incident book once the situation has been resolved.