



Missing Child Policy

Children's safety is maintained as the highest priority at all times both on and off the premises. Every care is taken to ensure our children are accounted for at all times. Every member of staff has equal responsibility in ensuring the safety of the children and knowing where they are. However, in the unlikely event that it is suspected that a child has gone missing the following procedures will be followed to ensure we do all we can to find them.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Procedures

Systems in place to minimise the risk of a child going missing.

- Children are marked against the attendance register.
- Staff must be aware of how many children are present and do regular head counts, particularly when moving between areas.
- When moving between areas, one member of staff will be in front of the children, preventing them from running ahead, and another at the back ensuring all children stay together.
- Key workers of children new to the setting should take extra care and ensure the children know the boundaries of where they can and cannot go.
- External gates are kept closed, and secured.

Child going missing on premises

- The Headteacher will be informed and the staff will ensure all other children are correctly supervised.
- The registers are checked to make sure all the other children are accounted for.
- A thorough search will be carried out of the buildings and the immediate surrounding area.
- If the child is not found, the parent/carer is contacted and the Headteacher reports the missing child to the police.
- The Headteacher talks to the staff to find out when and where the child was last seen,

- On the arrival of the police and the child's parents/carer the Headteacher will be responsible for appraising them of all the information in respect of the missing child and what action has been taken.

Child going missing on an outing

This describes what to do when children go on an outing from school.

- As soon as it is noticed that a child is missing, staff make sure that all children stand with their designated person and carry out a headcount to ensure that all other children are accounted for.
- One staff member searches the immediate vicinity.
- Staff contact the venue's security who will handle a wider search.
- The school and Headteacher are informed and the Headteacher will contact the police.
- The Headteacher contacts the parent/carer, who makes their way to the school or outing venue as agreed with the Headteacher.
- Staff take the remaining children back to the transport/school.
- The Headteacher or a designated staff member may be advised by the police to stay at the venue until they arrive.

As soon as possible after the incident the Headteacher must report the incident in the incident book and inform:-

- All parent/carers
- Staffordshire LA
- Ofsted.