



Regent House Preschool

Missing Child Policy

As a Preschool we are committed to providing a safe and secure environment in which children can grow and develop.

The children are regularly accounted for during the day as Preschool staff will carry out regular head counts to check the number of children present against the names of the children present on the class registers.

In the unlikely event of a child going missing within the setting, the following procedure will be implemented:

- The Manager/Deputy Manager & Person in Charge will be notified immediately.
- A full headcount and roll call will be completed against the attendance register in both Preschool classes to ensure the child is not being cared for in the other room.
- All staff present will be informed and an immediate thorough search of the classrooms and setting both internally and externally will be made, ensuring that all other children remain supervised throughout by vetted staff members within ratio.
- If the child remains missing, the parents will be contacted and kept informed at all times.
- After a maximum of ten minutes, the police will be contacted and the matter will be treated as an emergency.
- A second search of the premises will be carried out while waiting for the police to arrive.
- Where it is safe to do so, two staff will check the immediate vicinity for the child. They would always have a mobile phone with them.
- Staff will then wait for the police to arrive and follow their instructions. The Person in Charge would continue to organise the search whilst awaiting the police.

After the incident, written statements will be taken from all staff involved. A full report will be written including, the date and time, staff and children present, when the child was last seen present and what has taken place since the child went missing etc. A conclusion is drawn on how the incident occurred. The Manager will inform the Link Social Worker immediately.

When taking the children on outings, a risk assessment is carried out prior to the outing and regular head counts are made throughout the time. Children are allocated to certain members of staff with higher-than-normal ratios, to ensure the children are safe at all times. The risk assessment will include measures such as having a mobile phone, high visibility jackets and other measures appropriate to the outing.

The procedure outlined in the specific risk assessment for their outing will be followed in the event a child goes missing while on an outing.

Date policy was reviewed: November 2022