



Allsorts Childcare Missing Child Policy and Procedure

Purpose

This policy outlines the ways in which Allsorts works to minimise the risk of a child going missing. It also details the procedure that will be followed in the event of a child being unaccounted for.

Principles

Children arriving at the setting will be personally greeted and signed in on the Famly system. Any child leaving the setting with a parent/carer will be signed out on the Famly system with the time they leave.

Children will be supervised by at least two members of staff at all times, whenever possible. Staff are aware of security and where possible doors remain closed or staffed.

Outside, the gates will remain secured and checked throughout the day.

When the children are split into groups, moved around the preschool areas or going on outings/trips, children are frequently head counted or a list of children used.

Procedure for Missing Child

If a child were discovered to be missing the following procedures will be followed:

- Staff will conduct a thorough search of the building, checking toilets and all rooms.
- Staff will conduct a thorough search of the grounds.
- If the child has not been found, then both the parents and the police will be informed.
- Whilst maintaining the safety of all remaining children, a search of the local vicinity should be undertaken.
- Record incident in accident/ incident book whilst still fresh in mind.
- Assist police with description etc if necessary.
- Inform all concerned when child located.
- Inform Ofsted.
- Investigate to ensure the situation does not happen again.