

**2.7 POLICY AND PROCEDURE FOR A MISSING CHILD**

Children are in the care of the Pre-School throughout the session until they are handed over into the care of the parent/carer. The staff will take every precaution necessary for the safety of the children whilst in their care.

The staff will ensure that any access/exit doors are secure and cannot be opened by children; that safety gates are in place where appropriate; that children are not able to climb out of windows; that any outside activity area is secure and supervised and that if out walking in the environment, the staffing levels are such that every child has a hand to hold and is with a responsible adult.

In the event of a child being lost the following procedure will be followed:

The duty manager will make a "headcount” of all children present against the attendance register for that day to confirm that a child is missing.

A member of staff will ensure that the child is nowhere else in the building or in the outside area, including the toilet area.

A member of staff will search beyond the building in the road area.

The children will be asked if they have seen the particular child.

The adjoining school will be alerted and given a description of the child and they will ensure their boundaries are secure.

The parent will be contacted in case the child has managed to get out of the building.

The police will be alerted following all procedures being followed and the certainty that the child is not on the premises and that the child has not been taken by the parent, with no record being made.

It is important not to alarm the other children. It is also important to ensure that the attendance register is completed daily, that any telephone messages regarding absent children are noted and that any parent collecting a child early informs a staff member before a child leaves the premises and a note is made in the register. One member of staff will liaise with parents and all agencies involved to ensure clear information sharing. Remaining children will be supported in their normal routines by other staff to protect the children’s emotional well-being.

Staff will all record an accurate account of the events and safety procedures will be reviewed. Ofsted will be informed of the incident and the manager will seek support from WSCC EYAT.