



*Safeguarding and Welfare Requirements: Child Protection  
Providers must have and implement a policy, and procedures, to safeguard children.*

## C3 Missing Child

### Policy Statement

Children's safety is our highest priority, both on and off the premises. Every attempt is made, through carrying out the outings procedure and the exit/entrance procedure, to ensure the security of the children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure will be followed.

### Procedures

- As soon as it is noticed that a child is missing, the key person/staff alerts the Manager.
- Transport all children to a safe area and complete a register.
- Note time and place of last sighting of child.
- One staff member to conduct a calm and controlled search of the immediate vicinity.
- Upon recognition of the loss of a child the Parent/Carer will be contacted in the first instance. We hold emergency contact numbers if for any reason the Parent/Carer is not contactable, though contacting the Parent/Carer is of paramount importance and every effort will be made to reach them.
- Contact Police
- Contact Primary School and Secondary School to advise and allow thorough search in School.
- If felt appropriate and given its proximity to Cabin pre-school contact maybe made with the duty Librarian.
- Staff must be aware that Parents of a lost child will be very emotional and likely to be angry and upset. The Manager or Deputy Manager will liaise with the Parents and be the point of contact during the time.
- Staff must keep the remaining children calm and out of the immediate area of activity.
- The Manager contacts the Chairperson and reports the incident, who will come immediately to the setting to carry out an investigation, with the manager where appropriate.
- Risk Assessment consulted and amended where necessary.

If children are taken out on a trip Cabin pre-school will do the following:

- All children will wear high visibility jackets with our name on the back.
- The lead member of staff will carry the register and emergency contact numbers for everyone.
- Emergency phone will be carried.
- First Aid kit carried.
- Will try to have an adult to child ratio of 1:2
- As soon as a child is missing the site manager will be notified.



This policy was adopted at a meeting of the Pre School Committee	
Date of Meeting	14/02/2017
Signed on behalf of the Management Committee	H Baker
Role of Signatory (e.g Chairperson/owner)	Trustee/Treasurer
Review Date	14/02/2018