

## Missing Child Policy

(A copy of this and all other policies and procedures are available in large print on request)

All persons should be registered into the setting

The staff must always be aware of how many children are in attendance.

If a child is missing a search of both play room's the outside area and children's toilets should be made

If the child is not found the senior staff member will search the remaining areas (Kitchen and Staff toilets). All other staff should remain with the children and offer comfort where necessary

### It is important not to alarm the other children

If the child is still not found, the senior staff member will then re-check the outside areas

If the child is still not found, the senior staff member must then call the Police and the child's Parent/Carer

A full report must be entered into the incident book. (Even if the child is found on the first check) The place where the child was hiding must be entered onto the risk assessment as a Hazard.

### Reassurance for Our Parents

This policy is important to assist us to safeguard our children. It should be noted that the setting has been operations since September of 2000, and has taken our children on numerous walks. Thankfully to date we have not had cause to enforce this policy.

We do have an outings policy that outlines what we should do before and during outings and we always ensure:

- We complete a risk assessment (detailing the route and any hazards i.e. roads, building work, pavement obstructions etc)
- The number of children going on the outing will depend on the result of the risk assessment; the age, needs and individual temperament of the children will be taken into account.
- There is a senior staff member present during the outing.
- An Emergency kit is taken on the outing. (First Aid Kit, credited mobile phone, emergency information)
- A route is set and staff **must** follow this unless an unknown hazard has arisen. In this case the senior will phone the setting and inform them of any changes and if necessary the group will return to the setting
- All staff are aware of our missing child policy

Dated: 29/10/2009

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