



Missing Child Policy

STATEMENT OF INTENT

All children attending Totterdown Preschool are of equal importance and are cared for equally. Staff members are deployed and the building is used in such a way as to minimise the chance of children removing themselves from the main group without being noticed, whilst allowing them a free choice of activities. In this way staff can be made immediately aware of a child needing help or support, and react accordingly.

Aim

To minimise the likelihood of children going missing whilst in the care of the preschool, and to provide the correct procedure to follow should that happen.

Method

- Children are welcomed into the setting by one/two members of staff, who mark their presence and time of arrival in the daily register.
- The main door is locked once all children have entered the building.
- A member of staff remains on duty by the door throughout the opening of the preschool and until all parents and carers have left the premises.
- The door to the centre is kept locked and has a coded key for staff to monitor.
- Children's arrival and departure are noted on the register, and a note is made in the diary or on the notice board if a child is to leave early or with another adult.
- Staff are deployed throughout the setting during the session, ensuring that no child is left alone for any period of time without an adult being aware of their location.
- The outdoor area is opened for free-play only after all the children have arrived and carpet time has finished. This means that staff can move freely outdoors with the children without leaving the main room when parents may need to speak to them.
- The outdoor area is securely fenced and the gate padlocked at all times.
- The room in which the children play is never left unsupervised/out of vision of staff members.
- If all staff and children are outside and a child needs to come inside, a member of staff will accompany them inside.
- Visitors ring the door bell for entry before the door is unlocked to allow them access to the room.

- Visitors who are not expected are asked to telephone or write to make an appointment before visiting. Unexpected callers are not admitted unless they are visiting to view the preschool with the intention of applying for a place.

In the event of a member of staff not being able to locate a child on the premises:

- The premises will be searched thoroughly and immediately.
- The register will be called to determine which child(ren) are missing.
- The grounds surrounding the preschool will be searched.
- Manager will call the police.
- Manager will inform the parents.
- A full and thorough review of procedures and practices will take place to determine how the incident occurred and changes will be made if appropriate.

Agreed by Claire Childs and Shamira Lumsden

Reviewed on August 2021

STAFF ACKNOWLEDGEMENTS

I have read this policy and will adhere to it in future practice: