



# **Missing Child Policy and Procedure**

## “Procedure to be followed in the event of a child going missing at, or away from, the setting”

I will:

- Ensure my premises are secure and I will take steps to prevent unauthorised persons entering the hall.
- Ensure that I supervise your child closely when we visit places.
- Ensure your child knows to stay close to me when we are away from the setting.

On discovering that a child has gone missing, I will:

- Immediately make a search of the surrounding area.
- Request help from people around me.
- If I am in a public building, I will alert the staff of the situation and ask for assistance in searching for the missing child.
- People involved in the search will be given a description of the child and what the child is wearing.
- I will reassure the other children in my care, as I am aware that this could become a distressing situation for them.

If the search is unsuccessful, within 15 minutes, I will:

- Ring the police (999), providing a description and keep searching the area.
- Advise the relevant parents and/or carers know of the situation as soon as is reasonably practical to do so.
- After the event, I will record details in my incident log and ask parents to sign it.