



Missing Child Procedure

At the pre-school:

If a child's absence is discovered at the Pre-school

1. A member of staff will quickly try to ascertain when the child was last seen by staff and/children.
2. Two members of staff will remain with the children, while the others search the premises.
3. The parents of the missing child will be contacted by telephone to alert them to the fact that he/she has gone missing (and if the child normally walks to school, that he/she may be walking home alone).
4. One member of staff will walk the child's route home.
5. If the child is not found the police and social services will be alerted immediately.

Police 112

**Social Services Duty Officer number 08453302967
(08457626777 out of hours)**

6. The chairman will be informed, as will the parents of the other children at the pre-school with up to date, accurate information.
7. Once the situation has been resolved, a record of events will be recorded in the incident book, Ofsted will be informed in writing, and the relevant policies and procedures will be checked and updated.

Missing Child Procedure (cont)

On an outing:

If a child's absence is discovered whilst on an outing:

1. The children will be asked to stand with their designated person and a headcount will be done to check that all other children are present.
2. The designated person of the missing child will try to find out from other staff and children when the missing child was last seen. She will then search the immediate area, and if appropriate the area where the child was last seen.
3. If the child is not found immediately, the police and social services will be informed

Police 112

**Social Services Duty Officer number 08453302967
(08457626777 out of hours)**

4. The parents will then be informed and an agreed meeting place will be established (usually the outing location).
5. One member of staff will stay to meet the parents and/police. If possible, the remaining members of staff will take the other children back to the Pre-school.
6. The chairman will be informed, as will the parents of the other children at the pre-school with up to date, accurate information.
7. Once the situation has been resolved, a record of events will be recorded in the incident book, Ofsted will be informed in writing, and the relevant policies and procedures will be checked and updated.

This policy was adopted at a meeting of River Pre-school Playgroup, held on:

_____ (date)

Signed by the chairperson on behalf of the pre-school

Justin Simpson