

## **Missing Child Policy**

### **Absence**

In the event of a child being absent from their expected sessions, the on-duty manager shall contact the parent(s) / carer by phone or email.

Should no successful contact be made with the parent(s) / carer, a follow up email will be sent by the on-duty manager within the next 24 hours.

If there are any doubts about the child's safety, social care will be notified.

### **Missing from site**

In the event of a child going missing from the Puddleducks premises, the following procedure must be followed:

The pre school on Duty Manager must be informed immediately. The Manager will delegate one member of staff to initiate a search whilst other members of staff maintain the highest staff to child ratio possible. It may be necessary to temporarily restrict access to one of the pre school rooms.

After searching for 10 minutes if the child is not found the following people will be contacted.

- Police – 101; or in an emergency, dial 999
- Parent and/or emergency contact on child's Registration Form.
- Chair of Management Committee

In the event of Police attendance, they will take over and lead of the search.

As soon as possible an incident report should be completed by all involved, detailing the circumstances surrounding the child's disappearance.

Ofsted will be informed of any incidents and carry out any investigations.

### **Missing offsite**

In the event of a child going missing whilst offsite, the following procedure must be followed:

The pre school on Duty Manager must be informed immediately. The Manager will delegate one member of staff to initiate a search whilst other members of staff maintain the highest staff to child ratio possible. The remaining children's safety is paramount and will be taken away from the immediate area – where practically possible.

After searching for 10 minutes if the child is not found the following people will be contacted:

- Police – 101; or in an emergency, dial 999
- Parent and/or emergency contact on child's Registration Form
- Chair of Management Committee

- The manager of the offsite location being visited

In the event of Police attendance, they will take over and lead of the search.

As soon as possible an incident report should be completed by all involved, detailing the circumstances surrounding the child's disappearance.

Ofsted will be informed of any incidents and carry out any investigations.

*This policy was adopted by the Committee on behalf of Over Puddleducks Pre-school  
on.....*

*Signed on behalf Over Puddleducks Pre-school .....*

*Name: .....*

*Dated: .....*