

Lost/Missing Child Policy and Procedure

As part of our high regard for the safety of the children in our care we will always be extremely aware of the potential for children to go missing during sessions.

Policy

We will ensure that all precautions are properly observed, and will remain aware that emergencies can still arise.

Parents/carers are asked to tell the setting in advance if a child will not be attending the session.

If for any reason a worker cannot account for a child's whereabouts during a session the following procedure will be used:

- Whenever a child goes missing from the John James room or immediate vicinity of the room, even for a few minutes, this will be recorded as an incident, the parent/carer will be informed when they collect the child and the incident will be reported to the Childcare Manager.
- If a child goes missing while on a trip round the farm, the rest of the children will be kept with two members of staff while the remaining staff members does a comprehensive search of the farm and alerts farm staff. If there are only two members of staff working, the Duty Director will stay with one member of staff and the children, while the other member of staff does a comprehensive search and alerts farm staff.

Procedure

If a child is thought to be missing after arriving at the premises, the Crèche Manager will be informed immediately. They will make a careful check of all the children present to confirm who is missing. The Crèche Manager will then organise a check of all exit doors, outside area, rooms, cupboards and possible hiding places. This check will be carried out quickly and without panicking the other children. The other children should be kept together with an appropriate worker while the check is being carried out.

If the search is unsuccessful and the child is still missing, after five minutes the Crèche Manager must contact the farm staff, the parent/carer of the missing child and the Duty Director. If after ten minutes the child is not found on the farm premises, the Duty Director will contact the police on 999. The parent/carer of the child will be asked to talk to the police too.

The police will be given the following information: The name of the worker, the address of the setting, what has happened, child's name, age and address, time of incident.

The search for the child will continue after calling the police and until the child is found or the police take responsibility for the search. The worker involved will complete an incident form as fully as possible and inform the Local Area Duty Officer.