



Early Learning and Childcare Centre

## **MISSING CHILD PROCEDURE**

All staff, including students and volunteers are responsible for the safety of all children in Ferryfield.

- All staff, including volunteers and students, should be aware how many children are present at each session.
- Children should be counted at regular intervals to ensure they are all present.
- Children will always be counted before the group moves from one area to another to ensure they are all present before moving on.
- Before children are taken off the Ferryfield premises, staff will ensure the relevant Risk Assessments have been carried out and will ensure that any risk minimisers are adhered to.

### **In the event of a child feared missing from the Ferryfield premises:**

- All children will be moved in to one area and counted, the register will be taken.
- Staff will not leave Ferryfield unattended until the child has been found.
- The Manager/Senior Playleader will search the whole of the premises calling the child's name, checking all cupboards, unused spaces etc.
- If the child is not found the Manager/Senior Playleader will check the immediate surrounding area.

### **In the event of a child feared missing whilst on an outing:**

- All children will be moved in to one area and counted, the register will be taken.
- One or two members of staff will look after remaining children, whilst other staff members look for the missing child.
- The staff will search the whole of the area, loudly calling the child's name leaving lots of quiet spaces to listen for a response or a shout for help.
- If the child is not found, one member of staff should remain in the area the missing child is thought to be, whilst the other staff take the remaining children back to Ferryfield.

### **If a child is missing whilst out with one staff member:**

- The staff member should call playgroup and request help looking for the missing child.
- All available staff members should look for the missing child.
- After 5 minutes one staff member should take any other children back to Ferryfield, whilst the other staff members remain to continue the search.

**For all cases of missing children:**

**Staff members should remember that the safety of the children is paramount and everything should be done to ensure lost child / children are safely found. They should not cover up the fact that they have lost a child, nor should they try to 'playdown' the situation hoping it will resolve itself.**

**A successful conclusion is more likely to be achieved when a staff member calls for assistance to deal with the situation, whether this is from other staff members or the authorities.**

- A mobile phone should be available to ensure contact is maintained with other Ferryfield staff members.
  - Staff will ensure that the remaining children are reassured and kept secure.
  - If after 5-10 minutes there is no sign of the child, staff will call 999 and alert the police.
  - The Manager/Senior Playleader will call the parent or guardian of the missing child and advise the management committee.
  - Staff will call all other parents or guardians and ask them to collect their children.
  - Staff will re-assure the children until they have been collected by their parents or guardian.
  - Staff will co-operate fully with the police and any other authorities.
  - A record of any incident will be made in the incident book and where the police have been contacted, SCSWIS will be informed.
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- Once the incident has been resolved, the staff team and management committee will review all relevant policies and procedures and implement any changes where necessary.
    - This can include a review of the security of the premises and effectiveness of risk assessments, to ensure that adequate measures are being taken to minimise risk and safeguard the children.
  - Where changes are required these will be put into practice as soon as possible.

Adopted by the Committee .....

Date .....

August 2016