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**The Brislington Village Pre-school Ltd Missing Child Policy**

**Statement of Intent**

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

**Aims**

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

**Methods**

Staff will undertake periodic head counts during a session.

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

If the search is unsuccessful and the child is still missing, after 5 minutes, the senior worker must contact the police on 999 and the parent/carer of the missing child.

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 while the police are called. The worker involved will complete an entry in the incident form as fully as possible.

For each type of outing away from the setting, providers must carry out a full risk assessment, which includes’ an assessment of adult/child ratio requirement.

This setting will have a ratio of 4 children with each adult. Each adult will have details of which children they are responsible for, including name and what they are wearing. The settings register will be taken on trips so that contact details for parent/carers are available at all times. We will make sure that children know which adult they are with, including their name and that they know to stay with their adult at all times.

We will take a regular headcount of the group. If on taking a headcount a child appears to be missing, the senior worker will be contacted immediately. The rest of the children will remain together with their adults, while a 5 minute check for the missing child’s whereabouts is carried out. If the child is still missing after 5 minutes, we will inform the staff of the site and contact the police on 999.

The police will be given the following information:

* The name of the worker and the phone number where they are
* What has happened
* Child’s name, age and address
* Time of incident

The search for the child will continue while the police are called and the staff of the site will be asked to assist.

We will contact the parent/carer of the missing child and inform them what has happened and the steps that are being taken to find their child.

The worker involved will complete an incident form as fully as possible.

Whenever a child goes missing, 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 registered person.

Ofsted will also be informed of all details of the incident as soon as possible.

This policy was agreed at a meeting on the 1st September 2015

Reviewed September 2018

This policy is to be read in conjunction with our Off Site policy.

Although under constant review, an overall review date has been set for **September 2019**