



Procedure for a missing child

The preschool complete the register at the start of each session as children arrive and headcounts are done on a regular basis.

If a child is noted missing when the session is within preschool premises:

- Group all remaining children together into one large group.
- A member of staff will carry out a headcount and check the register.
- Check if the door/gate has been left open and/or whether either has been opened recently.
- Check all areas of the premises including the cupboards and behind/under furniture.
- After a full search of the pre-school buildings and ground the police and primary school will be contacted (within 15minutes).
- Detailed notes will be kept of the incident in the Incident book and the diary.
- Police will advise about informing parents/carers of the child.
- Inform OFSTED as soon as possible (within 14days).

If a child goes missing when outside of preschool in surrounding areas:

- Group all remaining children together into one large group
- A member of staff will carry out a headcount and check the register
- The second member of staff will check surrounding environment: for example gardens, car park.
- If within the primary school grounds inform the school that a child is missing.
- After a full search of the pre-school buildings and ground the police and school will be contacted (within 15minutes).
- Notes will be kept of the incident in the Incident book and the diary.
- Police will advise about informing parents/carers of the child
- Inform OFSTED as soon as possible (within 14days)

When the child is found in either of the above circumstances

- Discuss with the whole group about safety
- Make a note in the incident book
- Make parents aware of the incident via letter, possible parent evening with information on how it happened, what's in place to prevent reoccurrence.
- Look at how the incident arose and how to prevent it occurring again
- Write a report about the incident and talk about it at the next staff meeting and then take to the management committee.
- Respond as soon as is possible to any recommendations made by the Police and/or Ofsted.