



MISSING CHILD POLICY

Statement of intent:

At Teston & Wateringbury Preschool we pride ourselves on our safety procedures and we regularly review how we do things to ensure we avoid complacency:

- All children are registered on arrival at the pre-school
- Before any child comes into the setting the front gate is securely locked. Once all the children are in and the member of staff comes into the setting to start the day the two bolts and padlock are used to secure the rear gate.
- When not in use for free flow play the front door is also securely locked.
- We head count throughout the morning and specifically when we all come in from the garden area. A member of staff will stay in the garden until the head count has taken place and all children are safely indoors.

In the event of a child going missing while in the care of the pre-school, we will follow certain procedures. These ensure that a systematic approach to finding the child is taken while ensuring that the other children continue to receive a high level of care.

Aim:

We will ensure that a search is made for the child as soon as possible and that parents and relevant authorities are notified at the appropriate stage. We will also ensure that a high level of care is maintained to other children at the pre-school while procedures are followed.

Procedures:

Should a child at any time during the session be found to be missing, the pre-school will:

- Inform the Manager/deputy manager immediately.
- After head count, take a register of all the children while all areas of the hall, and immediate outside area are thoroughly checked by manager or deputy manager and another member of staff.
- All other staff members to stay with children in the hall.
- If the child is not found, the Police will immediately be informed, and the parent/carer contacted. We will follow the Police's advice at this point.
- A continued search will be undertaken until the Police arrive.
- The pre-school activities for the remaining children will continue as normal and staff not involved in the search will give the children their full attention.