



## 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 hall for the pre-school.
- The door is locked after all admissions and the bolt is kept above child level. A lock is also used to secure the outer gate after the last parent has left.
- 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 Supervisor immediately;
- Take a register of all the children while all areas of the hall and immediate outside area are thoroughly checked by another member of staff;
- If the child is not found, the Police will be immediately 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.