## Missing Children Policy and Procedure

### Purpose

The purpose of this policy is to ensure the safety and well-being of children in our care, particularly in situations where a child goes missing during an outing or from the setting.

### Scope

This policy applies to all staff and children in our childminding setting.

### Policy

- We will take all reasonable steps to prevent children from going missing.

- We will have a clear procedure in place in case a child goes missing.

### Procedure

1. \*Prevention\*:

- We will ensure that children are supervised at all times.

- We will conduct regular headcounts during outings.

- We will ensure that children are aware of the rules and boundaries.

2. \*Missing Child during an Outing\*:

- If a child goes missing during an outing, we will:

- Alert other staff members and ensure that the other children are supervised.

- Search the immediate area.

- Contact the police and parents/carers.

- Provide a detailed description of the child.

3. \*Missing Child from the Setting\*:

- If a child goes missing from the setting, we will:

- Alert other staff members and ensure that the other children are supervised.

- Search the premises.

- Contact the parents/carers and police.

- Provide a detailed description of the child.

### Responsibilities

- \*Childminder\*: Ensure that children are supervised, conduct regular headcounts, and follow the missing child procedure.

- \*Staff\*: Assist with supervising children, searching for missing children, and contacting parents/carers and police.

### Ofsted Requirements

- This policy meets the Ofsted requirements for safeguarding and welfare, including:

- Ensuring the safety and well-being of children.

- Having procedures in place for emergency situations.

### EYFS Links

- This policy supports the EYFS area of Health and Self-Care, specifically in:

- 3.44: "Managing risks and keeping safe".

### Doncaster Council Requirements

- This policy meets the Doncaster Council requirements for childminding settings, including:

- Ensuring the safety and well-being of children.

- Having procedures in place for emergency situations.

### Review and Update

- This policy will be reviewed and updated regularly to ensure that it remains effective and compliant with relevant regulations.

By following this policy and procedure, we can minimize the risk of a child going missing and ensure a swift and effective response in case a child does go missing.