

**Missing Child Procedure**

At Happy Hens Childcare we are always alert to the possibility that children can go missing during sessions.

To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations (eg walking from the school to the Settings base in school so no children have to go out of the school gates to get to the setting)

If a child cannot be located, the following steps will be taken:

• All staff will be informed that the child is missing. We will also be in contact with the School Office

• Staff will conduct a thorough search of the premises and surrounding area.

• After 10 minutes the police will be informed.

The manager will then contact the child’s parents or carers.

• Staff will continue to search for the child whilst waiting for the police and parents to arrive.

• We will maintain as normal a routine as possible for the rest of the children at the Setting.

• The manager will liaise with the police and the child’s parent or carer.

The incident will be recorded in the Incident Log.

A review will be conducted regarding this and any other related incidents along with relevant policies and procedures.

We will identify and implement any changes as necessary. If the police or MASH were involved in the incident, we will also inform Ofsted. Police:101/999 MASH: 0345 045 5203-Social Care: 0345 45 5203 out of hours 01733 234724 Ofsted: 0300 123 1231