

## Missing Child Procedure

At [1<sup>st</sup> 4 Education](#) 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.

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

- All staff will be informed that the child is missing.
- 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 supplementary school.
- 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.

### Useful numbers

Police: [\[112/999\]](#)

Social Care: [\[020 8430 2000\]](#)

This policy was adopted by: <a href="#">[1<sup>st</sup> 4 Education]</a>	Date: 15/11/2020
To be reviewed: <a href="#">[14/11/2021]</a>	Signed: <a href="#">[M Eyahia]</a>