

## 11 Missing child policy from Preschool

At Bluebells it is our overall aim to protect and keep children safe on and off the premises in the event of a child going missing the team will follow the next steps.

Child going missing on the premises

As soon as you notice the child is missing the keyperson alerts the manager or the person in charge.

The setting leader calls the police and then the parents

The setting leader will carry out a thorough search on the setting and the garden

The register is checked to make sure no other child has gone astray

Doors and gates are all checked to see if a child could have escaped

All staff are informed and asked who saw the child last to re trace them.

The manager will carry out a full investigation

Staff are to keep calm the whole time and do not let the other children feel anxious or worried, the manger will speak with the parents, the manager is to write a full report with details and statements from all staff. A conclusion will be drawn as how the breach of security happened. If it warrants police investigation, children's social care maybe involved if it seems likely that there is a child protection issue to address.

Ofsted is informed as is the insurance provider.

### **Missing child From Home**

If a child has not been attending Preschool and this is out of character for the family we will try to make contact with the family. If we cannot get hold of the family we will try to contact immediate family from the child's registration form. if there is cause for concern we will contact SPOC team to alert a missing family from Preschool with any evidence we have.

Updated October 2021

Signed

Stacey Humphrey (Preschool Manager)