

# Early Years Missing Child Policy and Procedures

**Approved by:** Erika Vargova **Date:** 01/09/2023

**Last reviewed on:** September 2023

**Next review due by:** September 2024

This policy details the procedure to be followed: **“in the event of a child going missing at, or away from, the setting”** In accordance with Page 39, paragraph 3.74 of the Statutory Framework for the EYFS 2023.

We are committed to providing a safe and secure environment in which children can grow and develop. Premises are kept secure through the following means:

**Woodlands:** The side gate is kept locked except at arrival and departure times. The green back gate is kept locked and only unlocked for access to playtimes, games, festivals, fire drills and emergency evacuations. When the gate is open it is monitored by an authorised person. Only specified people have a fob for the lock. Only authorised persons have security fobs to gain access through the front internal doors and back entrance.

Visitors are signed in and out of the visitor book and wear an identifying lanyard and badge. They must sign out when they leave.

**St Georges:** The gates to the road are kept locked during kindergarten hours. The gate to the garden is locked whilst the children are outside. Only authorised persons have the key or code to open the gates.

Visitors must sign in and wear an identifying lanyard and badge. They must sign out when they leave.

**Woodlands and St Georges:** The arrival of all children is clearly marked on the register: if they are late they must sign in at the office. The office is responsible for

contacting home if a child is not present and no information has been received from the parents/carers. St Georges must telephone any absences to the office by 9.15am.

Children are regularly accounted for during the day. Children are supervised by a responsible adult(s) in the kindergarten and when going to the toilets, when going to, returning from and playing in the garden and on walks. The responsible adult will usually be the teacher or assistant. In the unlikely event of a child going missing within the school the following procedure will be implemented:

- The teacher and head teacher will be notified immediately.
- All available staff will be informed and an immediate thorough search of the school both internally and externally will be made, ensuring that all other children remain supervised throughout.
- If the child remains missing, the parents will be contacted and kept informed at all times.
- After a maximum of ten minutes following the search of building and grounds, the police will be contacted and the matter will be treated as an emergency.
- Searches will be on-going while waiting for the police to arrive.
- Where it is safe to do so, two staff will check the immediate vicinity for the child. They will have a mobile phone or radio with them to keep the school informed.
- Staff will then wait for the police to arrive and follow their instructions. The person in charge would continue to organise the search whilst awaiting the police.

After the incident, a full, written report will be made to parents and also sent to Ofsted.

### **Outings/Walks**

A risk assessment is carried out prior to the outing/walk.

Regular head counts are made.

Children are allocated to certain members of staff with higher than normal ratios of adults to children.

The risk assessment will include measures such as having a mobile phone, high visibility bands and other measures appropriate to the outing.

If a child is found to be missing the staff member in charge will inform all other staff and a search will be made of the immediate vicinity: whilst ensuring that the rest of the children remain adequately supervised.

If the child is not found within a maximum of ten minutes subsequent to the search, the police, parents and school will be contacted by phone.

The teacher will await instructions from the police. If an adult is required to stay in the area the group will return to school provided that sufficient supervision is available.

After the incident a full written report will be made to parents and also sent to Ofsted.

Related Policy: Non-Collection of Children Policy