

MISSING CHILD POLICY AND PROCEDURE	
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MISSING CHILD POLICY AND PROCEDURE

We aim to ensure that every child is safe and secure in our services. This policy lays out the measures we take to reduce the risk of a child going missing while in our care and the procedures we would follow if a child were to go missing.

We will ensure that:

- Children are always under the supervision of trained staff.
- Children's arrival and departure times are recorded on the register.
- Each child is designated a key person and is cared for by a team who are responsible for their daily care, well-being, and learning.
- Risk assessments are in place and reviewed regularly to support health and safety practices when within or away from the setting on trips and outings.

Procedure for a missing child on the **Nursery or Farm Adventurers premises:**

- Check the Nursery or Farm Adventurers building.
- Check all the Nursery or Farm Adventurers gardens.
- Check all exits are secure.
- Inform the site operations team and the senior Farm staff and request support to search for the child. Stating clearly over the radio:
 - This is Farm Adventurers/Nursery we need immediate assistance we are at **(give location)** and we have a lost child.
 - Give a clear description of the child but **do not** give their name.
 - Gender
 - Age
 - What they were wearing
 - Where last seen
 - Repeat message again clearly and concisely.
- Inform the parents and carers within fifteen minutes.
- If the child is still missing, call the police within fifteen minutes preferably after the parents and carers have been informed.

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Staff will give the police the following information:

- Staff member's name
- Address of the setting
- A description of what has happened, including when and where child was last seen.
- Child's name, date of birth, age and address
- Time of incident
- What the child was wearing

Procedure for a missing child on the **Farm premises**:

- Gather the children to the nearest Farm Adventurers or Nursery staff member.
- Take the register to ensure that all the other children are accounted for.
- Check the immediate and surrounding area.
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- Contact the Nursery office, site operations team and the senior Farm staff via radio and request support to search for the child. Stating clearly over the radio:
 - This is Farm Adventurers/Nursery we need immediate assistance we are at **(give location)** and we have a lost child.
 - Give a clear description of the child but **do not** give their name
 - Gender
 - Age
 - What they were wearing
 - Where last seen
 - Repeat message again clearly and concisely.
- Inform the parents and carers within fifteen minutes.
- If the child is still missing, call the police within fifteen minutes preferably after the parents and carers have been informed.

Staff will give the police the following information:

- Staff member's name
- Address of the setting
- A description of what has happened, including when and where child was last seen.
- Child's name, date of birth, age and address
- Time of incident

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- What the child was wearing

Procedure for a missing child while **off premises**:

- Gather the children to the nearest Farm Adventurers or Nursery staff member.
- Take the register to ensure that all the other children are accounted for.
- Check the immediate and surrounding area.
- Inform Managers/security of venue of incident within five minutes.
 - Give a clear description of the child but **do not** give their name
 - Gender
 - Age
 - What they were wearing
 - Where last seen
- Inform Management at the Farm within ten minutes.
- Inform parents/carers within fifteen minutes.
- If the child is still missing, call the police within fifteen minutes preferably after the parents and carers have been informed.

Staff will give the police the following information:

- Staff member's name
- Address of the setting
- A description of what has happened, including when and where child was last seen.
- Child's name, date of birth, age, and address
- Time of incident
- What the child was wearing

Follow up after a missing child incident:

- A full report will be compiled, and an emergency meeting called to review procedures and safety measures.
- A meeting will be arranged with the parent or carer to discuss the incident, report, and outcome.
- Ofsted will be informed of the incident.

We would like to reassure parents/carers that every child's safety is paramount when in our care.

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This policy/procedure works in conjunction with The Farm's Incident's & Emergencies Policy (GN36)