

MISSING CHILD POLICY AND PROCEDURE	
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As a service provider we aim to ensure that every child is safe and secure in all the services that we provide. Highlighted below are the measures that we take to prevent a child in our care going missing as well as the procedures we would follow if a child were to go missing.

We will ensure at all times that:

- Children are under the supervision of trained staff at all times.
- They are marked in the room register on arrival and out on departure.
- All children are designated a key person who is responsible for their daily care, well-being and learning.
- There are policies to ensure children's health and safety, both within the services provided internally as well as externally.
- These policies and procedures ensure that children's movements are monitored and that there are named people responsible for each child whilst they are in the care of our services.

Please note: that whilst each child will have a key person all staff members are responsible for all the children in our setting.

If a child were to go missing on the premises whilst in our care, we would take the following actions:

- Check the whole Nursery/Farm Adventurers building.
- Check all the Nursery/Farm Adventurers gardens as well as all the exits.
- If the child is still not found we would inform the site operations team and the senior Farm staff as soon as possible so that they can support the search for the child.
- Inform the parents/carers within fifteen minutes.
- In the event of the child still not being found call the police within fifteen minutes preferably after the parents/carers have been informed.

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Be prepared to give the police the following information:

- Your name
- The address of the organisation
- What has happened
- Child's name, date of birth, age and address
- Time of incident
- What the child was wearing

If a child were to go missing whilst off the premises whilst in our care we would take the following actions:

- Check immediate area as well as all other areas that have been visited.
- Ensure safety of all other children and adults.
- Inform Managers/security of venue of incident within five minutes.
- Inform Management at the Farm within ten minutes.
- Inform parents/carers and police within fifteen minutes. Again be prepared with all relevant information regarding the child.

Please note:

- After any such incident a full report will be made, and an emergency meeting called to review procedures and safety measures.
- A written copy will be given to the parent/carers and a follow up meeting will be called.
- Whilst any checks are being carried out all the other children will be kept together with the appropriate numbers of staff.
- When engaging in activities off the normal premises each child will wear a high visible tabard with the settings name and telephone number (no other information other than this will be on the child). A trips log form will also be filled in informing other staff of which children and staff have gone off site, the venue details and other relevant information.
- Ofsted will be informed of the incident.

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- As members of BAND (Bristol Association of Neighbourhood Daycare), we would liaise with them to allow them to support us in ensuring correct strategies are in place to prevent an incident of this nature occurring again.

We would like to reassure parents/carers that every child's safety is paramount at all times when in the care of any of our Services.

Please Note that this policy/procedure works in conjunction with The Farm's Incident's & Emergencies Policy (GN36)