



## Missing Child

The safety of the children in our care is always our priority and we take every precaution to ensure that no children leave our setting unaccompanied (see Safeguarding Policy).

### **Procedure for if a child went missing:**

1. If a member of staff thinks a child is missing they must immediately inform the Manager. The Manager will ask staff to quietly and calmly search for the child.
2. As the incident unfolds, all details **MUST** be recorded and passed on to Ofsted when appropriate.
3. If the child is not found after a thorough search, the Manager will call the police and the child's parents. Two staff members, with a mobile phone, will be asked to check the areas surrounding the Pre-School; one in the school grounds adjacent to Pre-School, one down Belvoir Avenue.
4. If the child is still not found, and the child lives within walking distance a member of staff will walk the route (with a mobile) to see if the child might be walking home.