



MISSING CHILD POLICY

In accordance with Standard 24 NMS (2016): Safety – Children are cared for and have their needs met in a safe environment.

Staff will supervise the arrival and departure of all children. Staff take a register of all children attending that day as they arrive at the setting.

Children will be accounted for regularly through the session with particular care taken when in the outside play area and when moving between the playroom and the outside play area.

A child will only be allowed to leave the premises with authorised adults.

The entrance gate is only open at arrival and pick up times, with a member of Setting Staff at the gate, at all other times it is locked at. There is a bell that rings through to the main school office if people need to be let in outside of these times.

In the exceptional event of a missing child all other children will be assembled and a register taken while other staff quickly and thoroughly search the playroom and outside play area. Enquiries will be made as to when and where the child was last seen.

If the child is not immediately found staff will contact the police and the child's parents. One member of staff will widen the search to the school playground and adjacent roads. If not found in 10 minutes, the CIW will be contacted.

Extra care will be taken on outings with frequent head counts and each adult looking after one or two named children. A list of contact numbers that are both accessible and available will be maintained while out on trips.

If a child is missing on an outing the police will be contacted immediately. One staff member will move to the exit where possible and other staff will assist in searching within the grounds. The safety of the other children will be maintained during this time by assembling, if appropriate. The CIW will be informed of the situation.

Any situation where a child becomes lost or tries to leave the premises unaccompanied will be investigated and measures implemented to ensure the situation cannot happen again.

Please refer to The Child Minding and Day Care (Wales) Regulations 2002

Signed: Wendi Terry (Responsible Individual)

Date: November 2023

Review date: November 2024