



Missing and Lost Person's Policy

Author: Michelle Hughes

Reviewed by: Leanne Moriarty

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Introduction to Brookside Pre-school's missing and lost person's policy

All members of staff at Brookside Pre-School have a responsibility to ensure the safety and security of the children in the setting, and to ensure that they have accurate information regarding who is attending the setting on any given day. It is the responsibility of the Manager to ensure that all children on the register are accounted for.

1. Lost or missing child policy

In the unlikely event a child should go missing from the setting the following steps will be taken.

- The member of staff who notices the absence will inform the Manager and/or Deputy in the first instance who will inform all other members of staff.
- A member of staff will check with the other staff and the children when and where the child was last seen.
- The pre-school bell will sound to signal for all children to gather on the carpet or if outside to meet with the adult sounding the bell. A headcount will be carried out against the register to establish which children are present. All children will be kept together and supervised whilst other staff members search for the missing child.
- A search of the immediate area both indoors and outdoors, bathrooms, kitchen and store cupboard will be carried out, the child's name should be called calmly to alert them they are being searched for.
- Doors and gates will be checked to see if there has been a breach of security whereby a child could have wandered out.
- Where it is safe to do so, a member of staff will check the immediate area surrounding the nursery.

- If the child has not been located within 5 minutes the situation will be treated as an emergency. The most senior member of staff present will contact the police to report the incident and the child's parents or carers.
- Whilst waiting for the police, staff will continue to search for the missing child within the immediate area. Once the police arrive, the staff would follow instructions from Police.
- A full investigation and report will be carried out by the Manager/Deputy and committee chairperson.
- We would notify the Safeguarding Children Unit at SMBC on 0161 474 5657 and also inform Ofsted on 0300 123 1231 as a missing or lost person would be deemed a breach of our Safeguarding policy.

2. Preventative steps

To ensure the risk of a child going missing is low, we have implemented the following control measures:

- We take steps to ensure that the premises are secure for example: doors are locked and monitored at all times when opened and visitors are closely monitored. Please see our Health and Safety and Risk Assessment policy for more information.
- We ensure that children are always adequately supervised.
- Children are signed in and out upon arrival and collection as part of our routine.
- Children are closely supervised and wear a high visibility vest when they visit places within the local community such as the parks and shops. A risk assessment is in place for outings.
- Regular headcounts are carried out throughout the day and communicated to the whole team via the designated white board.
- A final sweep of the outdoor area and a head count is always carried out when children return from outdoor play. This is done before staff members close the door to the garden.
- A head count is carried out and checked against the register during fire drills. This is completed again as soon as children return to the building to ensure that all children are accounted for.