



Missing Child Procedure

Our staff are always alert to the possibility that children can go missing during sessions or trips out. To minimise the risk of this happening, staff carry out risk assessments and periodic head counts, particularly when walking, at playgroups, visits to the park etc.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- All staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children in our care.
- The manager will liaise with the police and the child's parent or carer.

The incident will be recorded on an incident form. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Cheshire East Consultation Service were involved in the incident, we will also inform Ofsted.

Useful Numbers:

Police:	999 (emergency) 101 (non-emergency)
Cheshire East Consultation Service	0300 123 5012
Out of hours	0300 123 5022
Ofsted:	0300 123 4666

Reviewed annually