



St Thomas More Playgroup

Missing Child Procedure

In the event of a child going missing, at or away from the setting, staff will ensure that the remaining children are sufficiently supervised and secure. A prompt and thorough search will be undertaken of the immediate vicinity.

If appropriate, doors and gates will be checked to see if there has been a breach of security whereby a child could wander out.

Staff will alert other people of the missing child and make enquiries as to when the child was last seen, and where.

If the child cannot be found within ten minutes then the police and the child's parents will be informed.

Staff will make concise and accurate notes of the incident, including a description of the child to hand to police on their arrival.

If required other children's parents will be contacted and asked to collect their children.

When the situation has been resolved staff will review the reasons for this happening and ensure all measures are taken to ensure a similar incident does not happen again.

Ofsted will be notified as this would be a significant event.

A report will be written, detailing the incident and any revised procedures. This will be completed immediately after the event and a copy will be sent to Ofsted.

An incident form will also be completed by staff and kept on file.

Date: September 2018

Review date: September 2019