



Together, caring and learning

Missing child procedure

In the event of a child going missing during a session, at least two members of staff (depending on numbers) will manage the rest of the group (all in one hall, or the garden) while the other members of staff will look for the child until he is found.

It is the responsibility of all staff members to remain calm and to ensure that there is as little disruption as possible to the rest of the group.

If the child is not found the manager will immediately inform the parents and the police.

The police should be told the following:

- Address
- The next of kin of the child.
- A detailed description of the child, including age, sex and as much information about their clothing as possible working down from head to toe.
- The circumstances of the incident, including anything that may have triggered the disappearance, how long the child has been missing, where they were last seen, if there was an argument (older child).
- Who is looking for the child, where are they, do they have a mobile with them, what is the number?

The incident must be documented as soon as possible by the manager and staff involved and the committee informed.

Parents must also be informed of the incident and the outcome.

Risk assessments must be reviewed as soon as possible after the incident to ensure there is no recurrence.

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