

STAMPERS PRE-SCHOOL

Missing Child Policy (reviewed 29.3.16)

Statement of intent

All children attending the Pre-School are of equal importance and are cared for equally. Staff are deployed, and the building is used, in such a way as to minimise the chance of children removing themselves from the main group without being noticed, whilst allowing them a free choice of activities. In this way, staff can be made aware immediately of a child needing help or support, and react accordingly.

Aim

To minimise the likelihood of children going missing while in the care of the Pre-School and to provide the correct procedure to follow should that happen.

Method

- Children are welcomed into the setting by members of staff who stand at the door to see them into the main room. The children then have their presence marked in the daily register.
- A member of staff remains on duty by the door throughout the opening of the Pre-School door to the outside, and until all parents and carers have left the premises.
- Children's times of arrival and departure are noted on the register, and a member of staff is informed if a child is to leave early or with another adult. If this is not an adult authorised on the registration form, permission must be given by the parent/carer for this adult (on every occasion, not just this occasion) to pick up their child. If the adult is unknown to staff, the parent/carer must give a password to staff on handing over their child in the morning, that the person collecting must repeat to staff before the child will be handed over.
- Staff are deployed throughout the setting during the session, ensuring that no child is left alone for any period of time without an adult being aware of their location.
- The outdoor area is opened for free play only after all the children have arrived. This means that the gate can be securely locked and that staff can move freely outdoors with the children without leaving the main room when parents may need to speak to them.
- The outdoor area is securely fenced and the gates shut and locked at all times. This is checked before the children go out.
- The areas, both inside and out, in which the children play are never left unsupervised/out of vision of staff members.
- Visitors are asked to sign in through the main entrance of the school and will not be permitted into the setting unless they have done so and have a school visitor's badge.

A close up portrait photo will be taken of your child on starting at Stampers Preschool. This will be kept with their registration document in order to give a clear description if the child goes missing.

In the event of a member of staff not being able to locate a child on the premises:

- The Stammers premises will be searched thoroughly and immediately.
 - The register will be called to determine which child(ren) are missing.
 - School will be alerted to the situation, and the grounds surrounding the Pre-School will be searched
 - The Pre-School Leader will call the police.
 - The Pre-School Leader will inform the parents/carers.
- The Pre-School Leader will inform the Ofsted.
- A full and thorough review of procedures and practices will take place to determine how the incident occurred and changes will be made if appropriate.

See also:

Contact and Collection of Children Policy

Health and Safety Policy

Safeguarding Children Policy