

STOWUPLAND PRE-SCHOOL AND THE MIGHTY OAKS

Missing Child Policy

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 the 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 immediately aware of a child needing help or support, and react accordingly.

Aim

This policy aims to set out clear systems and procedures to be followed in the event of a missing child.

The designated practitioner for our Missing Child Policy is Ella Gissing.
Deputy designated practitioner is Jeanette Moss.

The procedure is as follows:

- Notify all staff in pre-school immediately
- Designated practitioner checks security systems and ensures all exits are secure.
- Two members of staff/adults will retain a safe and calm atmosphere (in the quiet corner) for the remaining children within their care.
- Remaining members of staff (2/3) will carry out a organised search of the pre-school, pre-school garden, school field, and surrounding area.
- Contact Chairperson and Primary School office to alert school staff.
- After 15 minutes contact parent and continue to look for child.
- If child is not found quickly, we will contact the police.
- Record the incident and inform Ofsted
- Review after event of systems and procedures looking at Risk Assessments and Training.

Same procedure will be in place at Breakfast Club. Also during Lunch Club, where Heather Mortimer and Nicola Grimwood would be the deputy designated practitioners.

This policy was adopted at an AGM of Stowupland Pre-school and The Mighty Oaks.

Held on (date)..... Review Date.....

Signed on behalf of the Pre-school (Chairperson).....