![MC900057619[5]]()

Mucky Pups Pre-School

Lost child from setting procedure

At Mucky Pups, the safety of the children is of utmost importance to us. All new members of staff, students and volunteers will be made aware of our safety procedures. If these procedures are followed it is highly unlikely that a child should go missing but in the event of there being a missing child the following procedure should immediately be implemented:

* The Manager should be immediately informed and all staff present informed.
* All children will be gathered together within one room and a head count will be performed.
* The Manager and (where possible) another member of staff will perform a search of the setting including the rest of the building and all outside areas.
* A search of the surrounding area will then be performed.
* Other staff will remain with the other children and ensure that they stay supervised, calm and supported throughout.
* The Manager will telephone the police as soon as it is believed that the child is missing and follow police guidance. The parents of the missing child will also be contacted.
* A second search of the surrounding area will be carried out.
* During this time staff that remain with the children will continue to supervise and will keep to as normal routine as possible for the children. Available staff will continue to search for the missing child.
* The Manager will meet with the police and parents.
* The Manager will then await instructions from the police.
* In the unlikely event that a child is not found the Manager will follow the police and local authority procedure.
* Ofsted must be contacted and informed of any incidents.
* With incidents of this nature parents, carers, Children and staff may require support and reassurance following the traumatic experience, the Manager will provide this or seek further support where necessary.
* In the case of media attention staff will not speak to any media representatives.
* Post incident risk assessments will be carried out to ensure the risk of this happening again is reduced.

We take great steps to ensure that this situation does not arise such as conducting regular head counts of the children and keeping a daily register. We realise that the most likely time for this situation to occur is arrival and departure times therefore we ask that our security procedure is adhered to at all times.

NB: Where Manager is stated, Deputy in Mangers absence applies throughout this policy.

Date procedure adopted: 12/09/2018 Date for review: 12/09/2019

Signed: Position: