



### **Hillside Pre-School**

Hillside Free Church Hall, Hillside Road, Chorleywood, Herts WD3 5AS

[www.hillsidepreschool.co.uk](http://www.hillsidepreschool.co.uk)

## **Missing Child**

### **Policy Statement**

Childrens safety is our highest priority both on and off the premises. Every attempt is made, by following the correct procedures, to ensure the security of children is maintained at all times.

In the unlikely event of a child going missing, our Missing Child procedure is followed.

### **Procedures**

#### **A child missing on the premises:**

- The setting leader will be notified immediately that it has been noticed a child is missing
- A quick count will be made against the number in that session
- The register will be checked to ensure no other children are missing
- One member of staff will carry out a thorough search of the building and immediate surrounding outside area including doors and gates
- If a child can not be found, the parents will be contacted and the police will be called
- One member of staff will continue the search
- The rest of the children will be gathered and will remain in the care of the remaining staff
- All details will be recorded and the setting leader will report the incident to the chairperson
- The chairperson and the management committee will carry out an investigation
- The incident will be reported to Ofsted

Hillside Pre-School (Chorleywood) Ltd

Registered as a company limited by guarantee in England & Wales

Registered No: 7013187 Registered Charity No: 1132378

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**A child missing on an outing:**

- As soon as it is noticed that a child is missing, staff on the outing will ask children to stand with their designated person and a headcount will be carried out to ensure no other children are missing
- The setting leader will be contacted and notified immediately
- The setting leader will contact the parents and call the police to report the child as missing
- The setting leader will arrange for the parent to make their way to the setting or to the outing venue
- Staff will take the remaining children back to the setting
- In an indoor venue, the staff will contact the venue's security to handle the search
- All details will be recorded and the setting leader will report the incident to the chairperson
- The chairperson and the management committee will carry out an investigation
- The incident will be reported to Ofsted

Signed by the Pre-School Leader

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Name of the Pre-School Leader

Date

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Signed by the Committee

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Name & role of Committee Signatory

Date

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