

12. Escaped/Missing Child Policy

12.1 Statement of intent

The Pre-School aims to offer parents, carers and children a stimulating play environment where all children can explore and enjoy a range of new play experiences knowing they are safe and secure in their play setting and surroundings. Please refer to **Policy No 13 Health & Safety**.

12.2 Escaped/Missing Child

If a child is missing an Early Years Practitioner will:

- Look around the play areas, cupboards and equipment within the pre-school.
- Inform all staff
- Look in all locations inside the building.

If the child cannot be found the Manager or in her absence the Deputy will:

- Retrieve the child's registration and emergency record in the register and contact the police immediately.
- Contact members of the Committee or Walton Primary School for additional support.
- Contact the parents/carers informing them of the incident and that the police have been informed along with the child's registration details.
- If no contact is made with the parents/carers the emergency contact will be used as recorded on the register.
- If ratios permit a member of staff will take a mobile phone and start searching outside

It is normal practice for the police to contact the parents/carers direct for further information.

12.3 Further Action

- When additional support has arrived from Walton Primary School or Committee, an Early Years Practitioner will search the outside of the building and surrounding area taking a mobile telephone for a point of contact.
- The rest of the staff will supervise the remaining children.

This incident would be recorded in the incident record book and Ofsted will be notified. A risk assessment will be carried out to establish what caused the incident and what changes have to be made to maintain the health and safety of the children. All decisions or actions taken would be discussed with the Committee, Ofsted, staff and parents/carers. If needed counselling would be offered for staff, parents and children.

This policy was adopted at a meeting of Walton Under Fives Pre-School held in March 2018

Signed (Pre School Leader) Date

Signed (Committee Chair) Date