



## **Missing/Absent & Lost Persons**

### **Policy & Procedure**

#### **Purpose of Policy**

As a childcare service we are committed to provide a safe and secure environment in which children can grow and develop. More information on our security arrangements in place can be found in the Security Policy.

All children are clearly marked on the register when they arrive or leave so, it is always clear which children are present in the setting.

Children are regularly accounted for during the day as staff will make a regular head count checking the numbers of children present against the names of the children signed in on the register.

#### **Who is Responsible?**

All members of staff are responsible, staff must ensure the safety and security of all children in the provision and during outings on any given day must make sure that all children are safe and collected. It is the responsibility of the staff and childminder (manager) to ensure that all children on the register are marked in with the arrival and departure time. The childminder will check all of the children's registers.

#### **How will the policy be implemented?**

#### **Lost/Missing Child**

In the unlikely event of a child going missing within the setting the following procedure will be followed:

- The person in charge will be notified immediately

- A full headcount calling each child's name will be completed against the attendance register to ensure the child has left early (sick, appointment, other reasons).
- All staff present at the setting will be notified and an immediate thorough search of the setting both internally and externally will be searched, ensuring that all other children remain supervised throughout.
- The parents will be contacted and kept always informed if the child remains missing.
- At this point – which would be a maximum of ten minutes – **call Ofsted on 0300 123 1234 and the police on 999**, and the matter will be treated as an emergency.
- The premises will have a second search carried out while waiting for the police to arrive.
- Where it is safe to do so, two staff will check the immediate areas for the child. Staff would always have a mobile phone with them when searching for the missing child.
- Staff will wait for the police to arrive and follow their instructions. The person in charge would continue to organise the search whilst awaiting the police. After the incident, a full report will be made to **Brent Family Front Door on 0208 937 4300** (follow the child protection & safeguarding policy).
- Call **Ofsted 0300 123 1234**

### **Continuous absences by a child:**

If it is determined that a child has not arrived on their registered session and the parent/carer have not informed Snuggle Bunnies Childcare Nursery (SBN) prior or on the day, the childminder (manager) must call the child's parent/carer.

Snuggle Bunnies Childcare has a responsibility to ensure that the welfare of all children is upheld and has a responsibility to liaise with other agencies. For instance, education, social worker, and health to ensure that the child is receiving the help that the family needs.

Where a child is repeatedly absent from the provision then the childminder has a duty of care to ensure that the child is safe and contacted the child's parent/carer to establish the child's welfare. If there is a concern over the

child, please follow the Child Protection & Safeguarding policy. If the childminder or staff have exhausted all contacts for a period of up to 24 hours, staff must report all communications using the incident form. **The childminder must inform Ofsted on 0300 123 1234 as soon as possible and call the Police on 999 and inform Brent Family Front Door on 0208 937 4300 as soon as possible.** Staff must report the days and times the child is not at the setting.

Ofsted would be contacted, and a written report sent by the childminder (manager) informing them of the incident.

### **Missing Lost children on Outings/trips**

When taking the children on outings, a risk assessment is carried out prior to the outing and regular head counts are made throughout the time of the trip/outing.

Children are allocated to staff within the ratio, to ensure that the children are always safe. The risk assessment will include measures such as staff having a mobile phone, high visibility jackets and other measures appropriate to the outing (First aid bag).

The procedure outlined in the specific risk assessment for their outing will be followed in the event of a child goes missing while on an outing/trip as well as this policy.

| <b>Last Updated/Reviewed On:</b> | <b>SIGNITURE</b> |
|----------------------------------|------------------|
| 24.5.2020                        | O. Morgan        |
| 20.11.2020                       | C. Morgan        |
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