



## **The Play Den**

### **20 Safeguarding and Welfare Requirements**

#### **MISSING CHILD & LOCKDOWN POLICY**

Every attempt is made to ensure a child remains in our care and safety is regarded as our highest priority. We have equipment in place to keep children within the setting such as stair gates, a security coded entrance door and locked garden gates (both top and bottom).

#### **PROCEEDURE**

If a child goes missing from the setting:

- The duty manager is notified immediately it is noticed
- All children will be moved to one area (walker and talkers into the baby room with babies and all pre-school/older children to be moved into walkers and talkers room) to facilitate a through search of the building and immediate vicinity.
- ALL entry doors are to be locked until;
- The duty manager and deputy manager will conduct a thorough search of the building, garden and outbuilding
- The register will be checked to ensure no other child is missing
- Doors and gates will be checked to see if there has been a breach of security

- The duty manager rings the police to report the child missing and then calls the parents/carers
- The duty manager speaks to the staff to establish when the child was last seen
- All details are recorded in the incident book.

If a child goes missing on an outing:

- The most senior member of staff conducts a head count of all children.
- All children are seated in one area while;
- The most senior member of staff searches the immediate vicinity
- The most senior member of staff delegates duties as requires (who will ring the setting duty manager at the setting/who will sit with the remaining children/who will assist in the search of the missing child)
- The setting duty manager rings the police to report the child as missing and notifies the parents/carers
- The duty manager is called who may send additional members of staff
- The other children are returned to the setting
- The setting duty manager and most senior member of staff on the outing liaise with the police, venue and parents/carers
- All details are recorded in the incident book

If a child fails to be collected at school:

- The most senior member of staff on 'the school run' rings the setting duty manager to inform them (who will attempt to contact the child if s/he has a mobile)
- Go to the child's school reception to report the child as missing
- The most senior member of staff to liaise with the setting duty manager who will ring the child's parents/carers to inform them their child is missing
- The most senior member of staff will delegate who will return all other children to the setting

- The most senior member of staff will conduct a local search and liaise with the child's school and will liaise with the settings duty manager who will liaise with the parents/carers
- All details are recorded in the incident book

Following conclusion, the report must include a reflection on the event and preventative future action (such as amending procedure or creating a new one)

No matter how angry parents may become, aggression or threats against staff will not be tolerated. The remaining children will be sensitive about what had gone on. Counselling may be offered and support if the child is not found or is injured.

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This policy was produced on 19/11/12 and last updated on 11/4/19