



## **17. Missing Child**

Children's safety at St. Peter's Pre-School is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the Outings Policy and the Child Handover and Collection Policy, to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our Missing Child Policy is followed.

### ***Child going missing on the premises:***

- As soon as it is noticed that a child is missing staff member alerts the setting leader and a head count is done.
- Two members of staff are to remain with rest of group whilst remaining members of staff initiate a search for the child. If there are only two staff present, a member of the committee will be contacted to help with the search. If more than three members of staff are present - the inside of the Pre-school and Church will be searched at the same time as the external search. If not, the internal search will take place when it is established that the child is not outside and exposed to the risks of traffic etc.
- A member of staff will be dispatched to the front of the building to check the road area. This is the most dangerous area for a child and must be checked first.
- The register is checked to ensure no other child has also gone astray.
- If the child is not found, the parents are contacted, and the missing child is reported to the police.
- The setting leader contacts the chairperson and reports the incident. The chairperson, with the management committee, carries out an investigation and may come to the setting immediately.
- Once the incident has been resolved, an evaluation and action plan are to be drawn up. If necessary, all relevant authorities will be informed.

This policy was adopted at a meeting of the Pre-School held on ..... (Date)

Signed on behalf of the Pre-School ..... (Chairperson)