Lost or Missing Child Policy

This policy outlines the process to be followed in the case a child is lost or missing. It outlines measures to prevent such instances but makes clear steps to be followed should the situation ever arise. We are vigorous in ensuring a safe and secure environment at Bovan Creek, we ensure this by:

**Prevention:**

* Ensuring any visitors to the setting are known, and accounted for, this is done in various ways such as passwords, registers and a closed door policy. Visitors are only granted admittance into the setting with prior agreement or recognition from staff members. Parents or visitors are never permitted to grant admittance to another induvial into the setting.
* Staff completed daily checks of the setting, ensuring it is both safe and secure. All main doors for the setting can only be opened from the inside and the side gate to the building is always locked during operating hours.
* Children are systematically signed in and out of the setting at the times of arrival/departure, all staff are aware of amount of children within the room at any time, this is visually displayed and updated as changes. Frequent headcounts are carried out within the rooms, but also before and after any room movements, eg: garden visits, this is to ensure all children are accounted for.

**Process:**

1. The manager is to be immediately informed if concerns arise that a child is not accounted for.
2. There will be immediate staff enquiry as to where the child was last seen whilst a thorough check of the building is carried out, both inside, outside and the garden. *Ratios are to be adhered to during this time, ensuring all other children receive adequate supervision.*
3. If after 10 minutes or the check of the premise completed (whichever comes soonest) the child has not been found, the Manager is to contact the Police and inform them of the situation. Following this call the Manager is then to call and notify the parents.
4. During this period staff should continue to search inside and outside of the building, CCTV should be reviewed by the manager in attempt to find last sighting of child.

**Secondary Process:**

1. Following such an incident all staff involved are to complete witness accounts, an internal investigation will be carried out and action taken as required, this includes but is not limited to:

* Staff disciplinary / dismissal
* Risk assessments reviewed
* Further safety measures implemented
* Additional training provided

1. The incident and findings will be reported to all relevant parties, including OFSTED within their specified timeline

**Documentation for reference:**

* Section 3 Safeguarding and Welfare Requirements: Information for parents and carers 3.74