



## Batford Day Care

### BATFORD DAY CARE LIMITED MISSING CHILD POLICY

<b>Version</b>	2.0
<b>Based on Model Policy</b>	N/A
<b>Review body:</b>	Day Care Manager
<b>Date issued:</b>	September 2024
<b>Review frequency:</b>	Annual
<b>Target audience:</b>	All stakeholders

<b>Version</b>	<b>Date</b>	<b>Notes</b>
V2.0	September 2024	New Format
V2.1	September 2025	No updates required

Batford Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole Batford Day Care community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any staff member, child or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

**BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN**

Batford Day Care, Holcroft Road, Harpenden AL5 5BQ

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## **This policy should be read in conjunction with Batford Day Care's Outings Policy.**

### **1. Policy Statement**

We understand that a child going missing is very rare in an early year's setting, but it is an event that we must be prepared for if the children in our care are to be appropriately safeguarded.

The safeguarding and welfare of the children in our care is paramount. Every member of staff has equal responsibility in ensuring that children are adequately supervised and protected.

### **2. Procedure**

- Staff will escort children around the building during transition times (to and from lunch or Nursery session or accessing different areas of the building).
- Registration of children will be carried out at all points of transitions, e.g., upon leaving a room or garden and transitioning to another area of the building and then again on return to the original space. Staff must mark the register indicating which children are present or who have left the building.

#### **Appropriate steps will be taken at all times to ensure that the premises are secure by:**

- External doors being locked at all times and buzzer system used for visitors to enter.
- Using coded internal door locks.
- Padlocked garden gates.
- Staff will register the children's arrival and departure.
- Staff will complete an attendance register at each session.
- Staff will be aware of how many children are present and undertake head count checks at intervals during each session.
- Staff will introduce new children to the indoor and outdoor environment, monitor and be aware of their whereabouts.

### **3. In the event of a missing child**

- The managers or most senior member of staff at the time will take an immediate roll call of all children.
- If it is discovered that a child is unaccounted for, a full and thorough search of the premises and its immediate surroundings will take place. The Day Care Manager must be informed.
- On no account will any other children be left unsupervised so that staff can search
- Staff will call the emergency services by dialling 999 if the search is unsuccessful in establishing the child's whereabouts after 15 minutes. The child's parents/carers and Children's Social Care will be contacted immediately 0300 123 4043.
- When the child is found, a critical incident analysis will take place with staff, and parent/carers where appropriate. This will be documented to ensure that all steps are taken to prevent a recurrence of the incident.