



Missing Child Procedure

We recognise that a missing child is a serious safeguarding incident. All staff are trained to follow the procedures outlined in this policy to ensure that immediate and appropriate action is taken to locate the child as quickly as possible while maintaining the safety of all other children in our care.

We work in partnership with parents and carers to ensure children are always collected safely and by authorised individuals.

Kids2Day Pre-School will take all reasonable steps to prevent children from going missing by:

- Maintaining secure entrances and exits throughout the day.
 - Ensuring children are supervised at all times.
 - Completing accurate daily registers.
 - Carrying out regular headcounts, particularly during transitions between indoor and outdoor play and softplay.
 - Ensuring all children wear a safety jacket for transitions and outings as well as using walking ropes
 - Deploying staff effectively to maintain appropriate supervision and calling upon DBS checked soft play staff should additional help be required.
 - Completing risk assessments for the environment and all outings.
 - Ensuring children are only collected by authorised adults.
 - Following the Preschool's Arrival and Collection procedures.
 - Recording visitors and contractors entering and leaving the premises.
 - Teaching children, in an age-appropriate way, about staying with staff and the group.
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- All staff will be informed that the child is missing.
 - Staff will conduct a thorough search of the premises and surrounding area.
 - After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
 - Staff will continue to search for the child whilst waiting for the police and parents to arrive.
 - We will maintain as normal a routine as possible for the rest of the children at the Pre-School.
 - The manager will liaise with the police and the child's parent or carer.
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- Remain calm and immediately inform all staff including the manager that a child is missing. Soft play will also be contacted via radio.
 - Conduct an immediate search of the premises and surrounding areas.

- Carry out an immediate headcount to confirm the child is missing.
- Check the register and establish when and where the child was last seen.
- After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Pre-School.
- The manager will liaise with the police and the child's parent or carer.
- All actions taken and the times they occurred will be recorded.
- If the police or Hampshire Children's Services were involved in the incident, we will also inform Ofsted.

If a child goes missing while on an outing:

- Staff will immediately gather the remaining children in a safe place.
- A headcount will be completed.
- Staff will search the immediate area.
- Venue staff or security will be informed immediately.
- The police will be contacted without delay if the child is not located immediately or there are concerns for their safety.
- Parents or carers will be informed as soon as possible.
- One member of staff will remain with the other children while another assists with the search, where staffing levels allow.
- A full written record of the incident will be completed.

Once the child has been located:

- Their immediate safety and wellbeing will be assessed.
- Medical attention will be sought if required.
- The child will be comforted and reassured.
- Parents or carers will be updated immediately.
- The circumstances surrounding the incident will be recorded.
- A review will be undertaken to identify any lessons learned and any improvements required to procedures or risk assessments.

Children will never be blamed or punished for becoming separated from the group.

Recording and Reporting

Any missing child incident will be fully documented, including:

- Date and time.
- Child's name.
- Circumstances leading to the incident.

- Where the child was last seen.
- Actions taken.
- Individuals contacted.
- The time the child was found.
- Outcome.
- Any recommendations for future practice.

Working in Partnership with Parents

We ask parents and carers to support us by:

- Informing us immediately if someone different is collecting their child and ensuring the person collecting arrives with the pick up password and photo ID.
- Providing up-to-date emergency contact details.
- Arriving promptly to collect their child.
- Following the Preschool's collection procedures.

This policy should be read alongside:

- Safeguarding Policy
- Arrivals and Departures Policy
- Risk Assessment Policy
- Emergency Evacuation Policy
- Health and Safety Policy
- Visitors Policy
- Uncollected Children Policy

Useful numbers

Police: 01962 841534

Children Services: 0300 555 1373

Ofsted: 0300 123 1231

This policy was adopted by: Kids2Day Pre-School	Date: 04.08.26
To be reviewed: August 27	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Information for parents and carers [3.100], staff:child ratios [3.43-3.57].*