



Get up and Go! (Gateshead) CIC

Ofsted Registration Number: EY486869

Registered Company Number: 9312319

## **What to do if a child goes missing Policy**

Date of policy	16/10/14
Written by	Gina Backhouse
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### **Introduction**

As an Ofsted registered provider we meet the statutory requirements of the Early Years Foundation Stage (EYFS 2014) as well as legislation Equality and Human Rights Commission and United Nations Convention on the Rights of the Child (1992). To this end, we have developed a policy that states what we would do in the event of a child going missing from our care. This policy meets the Early Years Foundation Stage welfare and Ofsted requirements and the guidance for safeguarding and promoting children's welfare 'Children must be kept safe whilst on outings', 'The provider must ensure that children do not leave the premises unsupervised', 'The provider must take steps to prevent intruders entering the premises', 'except where there is reasonable excuse, obtaining written permission from parents where children are to be picked up by another adult'; 'Providers must engage with, and provide the following information for, parents - the procedure to be followed in the event of a child going missing'

### **Policy**

We ensure the safety of the children in our care at all times. We have collections consent forms that we adhere to. The school is an extremely safe place with key code number locks or fob locks on all doors. Parents will need to ring a doorbell to gain access to the school. All external doors will remain locked, and we will only allow entry to suitable adults. Children will be marked present on a register and signed out by an adult who has consent to do so.

### **Procedure**

At the setting we ensure that the external doors are locked at all times. Children are already aware that they are not allowed to press the exit button, as this is an unsafe thing to do. We will remind the children that only staff are allowed to admit entry to people at the main door. The playground and play equipment will be used to allow children access to outdoor play. They will be supervised by staff at all times. If there is an after school club using the main play area we will use the smaller nursery yard, which is secure. We have collection consent forms that allow parents to nominate suitable adults to collect their child from the setting. We request that parents/carers inform us of any change of person authorised to collect a child. In some instances we agree a password to allow parents/carers to give consent to another adult to collect their child.

If an unfamiliar adult comes to collect a child from Get up and Go! we will phone a parent to get authorisation before we allow the child to leave the premises.

In the unlikely event that a child goes missing and if an initial rapid search of the area by staff is not successful, we will alert the police and the parents/carers of the child. If there is suspicion that the child may have been abducted the police will be informed immediately

After the event a full report will be written and copies will be sent to the parents and to Ofsted. A full review of the safety procedures will be undertaken to prevent this from occurring again.

**Conclusion**

We implement all safety procedures to ensure that a child does not go missing, but in the unlikely event that one does, we shall follow the above procedure.

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Signed \_\_\_\_\_  
Date \_\_\_\_\_

(Director and registered person)

Signed \_\_\_\_\_  
Date \_\_\_\_\_

(Director and registered person)

