

Policy Title	EYFS Missing Child Policy
Policy Lead (Appointment (& Initials))	Head of Pre-Prep (TJS)
Date of Last Review	September 2024
Date of Next Review	September 2025

Missing Child Policy

General Welfare Requirements:

The provider must take the necessary steps to safeguard and promote the welfare of children.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 keeping Safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Policy Statement

This policy should be read in conjunction with the more detailed policy of the Prep school of which this is a part, FSM Action in the Event of a Child Being Reported Missing and alongside other relevant Safe-guarding and Child Protection policies.

‘Procedure to be followed in the event of a child going missing at, or away from setting’ (EYFS 2017)

We recognise that we are responsible for very little children. Therefore, steps are taken to prevent children going missing.

Pre-Prep Building and Environs:

- External doors shut at all times when not in use
- Key Pads
- Visitors sign in
- Children taught not to leave the classroom – toilets are situated in this area.
- Children taught not to leave playground without asking permission.
- Playground play is supervised
- Children always in sight or sound of staff
- High staff/child ratios
- Padlocks on external gates of playground and outside classroom.
- Child-gates used on Nursery doors when a child is likely to leave classroom area

- When passing children between staff for activities etc a register is taken
- Forest School and Trips:
- Children informed that they must follow instructions for their own safety
 - Staff assigned group of children for whom they are responsible. Children know which member of staff is 'theirs'. Key Workers will generally have responsibility for 'their' child, but some trips may mean that additional staff accompany the trip and are assigned children for the duration of the trip, though the child's Key worker will be present.
 - Group leader has overall responsibility for all children
 - Children are given a yellow card to use in the event that they get lost
 - When going to the toilet children are accompanied by members of staff whilst a staff member remains with the main group
 - On beaches, etc, areas are clearly delineated and children informed that they must stay within these areas. Lead member of staff maintains a position whereby the entire area can be seen and children monitored.
 - In Forest School, children informed that they must stay within designated area
 - In areas where it may be difficult to see child movement, for example a theatre or planetarium, staff to position themselves at the end of rows so that children cannot get past them without staff member being aware
 - Risk assessments specific to each trip are written.
 - Registers taken along with regular headcounts
 - Pre-Prep mobile phone taken which carries details of all numbers needed in the event of an emergency

In the event that a child goes missing the Pre-Prep Building is shut down and all available members of staff required to search for the missing child. Should the child not be found within a few minutes the School Office is informed and a wider search instigated. This is the point in which the Senior school policy comes into play - FSM Action in the Event of a Child Being Reported Missing.