



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

MISSING CHILD POLICY

Staff/Parents Pack

Here at Humpty Dumpty Pre-school staff are always aware that children must be escorted at all times whilst out of the normal pre-school hall.

If at any time a member of staff is unsure about the whereabouts of any child they must immediately inform the Manager Jackie, who will allocate a member of staff to check the hall area and call the register.

If after registration it is clear that the child is not in the hall a member of staff should check that all exits are secure, including windows and a thorough check of toilets, cupboards and offices must be carried out.

If the missing child is still not found then the police, parents and social services must be informed. At the time a different member of staff should carry out another full search of the premises.

If after the first initial search it is found that an exit is unsecured, staff must notify the police of this, and send out a member of staff to search the surrounding area until the police arrive.

Every effort must be made not to alarm the remaining children in the pre-school, but staff may ask children if they have any knowledge as to the whereabouts of the missing child.

Continuous searches must be made of the building and outside area until the police arrive.

If a child has gone missing whilst in the care of Humpty Dumpty Pre-school details must be entered into the incident book and the parents and social services informed.

This policy was renewed and updated in January 2018
It will be reviewed annually.