



St Bede's Childcare Ltd

Missing Child Policy

Safeguarding and Welfare Requirement:

Providers must take all necessary steps to safeguard and promote the welfare of children. (EYFS 2024, 3.4–3.7)

Policy Statement

St Bede's Childcare is committed to ensuring the safety and security of all children in our care. Robust procedures are in place to prevent children from going missing and to ensure a rapid and effective response in the unlikely event that this occurs.

A missing child is treated as a **serious safeguarding incident**.

Preventative Measures

To reduce the risk of a child going missing, we will:

- Maintain accurate **daily registers** and headcounts
- Ensure children are **signed in and out**
- Carry out regular **headcounts**, especially during transitions
- Maintain secure premises (gates, doors, entry systems)
- Follow robust **risk assessments for outings**
- Ensure appropriate **staff ratios and supervision**
- Ensure staff are aware of children's whereabouts at all times

Procedure: If a Child Goes Missing

Immediate Action

The **Person in Charge** will:

1. **Alert all staff immediately**
2. Ensure all other children are safe and supervised
3. Conduct an **immediate and thorough search** of:
 - The building
 - Outdoor areas
 - Surrounding vicinity

Escalation (If child not found quickly)

- **Call the Police immediately (999)**



- **Contact the child's parent/carer immediately**
- Inform the **Designated Safeguarding Lead (DSL)**
- Inform the **Childcare Director / senior management**

Information for Police

Provide:

- Child's name, age, and description
- Last known location
- Time the child was last seen
- Any relevant circumstances

Missing Child on an Outing

If a child goes missing during an outing:

- Ensure remaining children are **safe and supervised**
- Conduct an immediate search of the area
- Contact the **police immediately**
- Contact the **setting and parents/carers immediately**
- Follow the same procedures as above

All outings will have:

- Risk assessments
- Emergency contact details
- Regular headcounts

After the Incident

- The incident will be:
 - Fully recorded
 - Investigated by management
- The setting will:
 - Review procedures and risk assessments
 - Identify any improvements needed
 - Provide support to children, families, and staff



- Relevant authorities will be informed:
 - **Ofsted (as soon as reasonably practicable)**
 - **Local Authority Safeguarding Team (MASH)**

Safeguarding

- A missing child is a **serious safeguarding concern**
- All incidents will be managed in line with safeguarding procedures
- The **DSL** will lead on safeguarding actions

Staff Responsibilities

All staff must:

- Be vigilant at all times
- Know the whereabouts of children in their care
- Follow all procedures immediately
- Report concerns without delay

Monitoring and Review

- This policy will be reviewed annually or following any incident
- Staff will receive regular training and updates