

## Missing Child Policy

### EYFS overarching legal requirement :

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

**Every Child Matters Outcome**      Staying Safe

**EYFS Requirement**      Safeguarding and Promoting Children’s Welfare

**EYFS Principle into Practice: A Unique Child**  
- **Keeping Safe (card 1.3)**

This policy applies to

1. Early Years Register (EYR)
2. Childcare Register (CR) both parts

### Policy

A policy is a description of the setting’s aims / commitment. Consider the following information when detailing your policy,

- What is your overall commitment to ensure that children in your care are kept safe at all times?

### Procedure

A procedure is a description of the way in which a setting goes about a particular activity or process. Consider the following information when detailing your procedures,

- What procedures are in place to ensure that children in your care do not go missing? (i.e. registers, clear arrivals and departure procedures risk assessments etc.).
- What is the procedure to follow if a child goes missing? Is the procedure clear and effective?
- How do you know that all staff understand the procedure?

- Who is the named Safeguarding Officer within your setting?
- Who will take the lead in your setting to liaise with Police, Ofsted, staff and other relevant agencies such as RIDDOR?
- How will parents be made aware of your missing child procedure?
- How are parents to be informed and kept in the communication loop if their child is missing?

When reviewing your procedures think about the following

- In daycare settings, effective staff deployment is essential so that staff can ensure that remaining children stay calm and adequately supervised whilst other staff and the manager concentrate on looking for the missing child. If you are a child minder who will assist you to look for the missing child? Will you use your emergency back up or a neighbour? Will this person have CRB clearance?
- One person contacts the police and parents if the child is not found after searching the premises. Others continue to search for the missing child.
- Name who will be responsible for meeting with the parent / carer, the police and responding to any actions made by the police.
- What is the procedure for recording any incidents and informing the relevant agencies e.g. Ofsted, Children's Duty Team? What is the recommended timescale?
- Include relevant contact numbers in your policy,  
Social Care Team 01942 828300  
Social Care Team Out of Hours 01942 828777  
Ofsted 08456 404040  
Police 0161 872 5050
- Maintain regular updates of contact details for parents/carers especially mobile phone numbers in the case of an emergency
- Review the policy after every major incident/ accident to ensure the policy/ procedures are effective.

**Date Created**

**Date Updated**

### **Related Policies**

- Safeguarding Policy
- Health and Safety Policy
- Risk Assessments
- Working in Partnership with Parents, carers, children and professionals

### **For more information ...**

EYFS Statutory Framework page 22

EYFS CD ROM

Requirements for the Childcare Register: Childminders and home child carers

Ofsted ref 080161

Requirements for the Childcare Register: Childcare providers on non domestic or domestic premises. Ofsted ref 080143

<http://www.hse.gov.uk/riddor/>

### **Additional duties under national legislation**

- Children's Act 2004 Every Child Matters
- Childcare Act 2006
- Data Protection Act 1998

**Ofsted are the registering, inspecting and enforcing body for childcare, and as such, they alone, have the final say on the suitability of persons, premises and the number of childcare places that can be offered therein. Therefore, any information provided by Children and Young Peoples Services (CYPS) should be used as a guide only**