

# SILVER BIRCH ACADEMY TRUST

## EYFS Missing Child Policy

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# Missing Child Policy

The safety and security of children is of supreme importance in our school.

Children will be supervised within the standard childcare ratios at all times. Key workers and class teachers must know the whereabouts of their children at all times. This is their responsibility.

Registers are taken when the children enter the sessions. Children arriving for nursery session after 8.35am must go to the school office where they will sign in.

Visitors and staff will be recorded when arriving and leaving. Staff must sign in and out of the building.

There are switches and coded locks that control access to and from the childcare areas. When there is a fault with the fire alarm, the electronic door may be disabled. If the door system is not working you will be informed by the person who disables the system.

You must take the following action immediately:

- Secure the exit doors to your room using the bolts fitted,
- Check that all registered children are present.

## **If a child is found to be missing from the setting, the following procedures will be followed:**

- You think a child is missing tell the senior member of staff in your room.
- The senior member of staff will call the register to check and establish which child is missing and inform the EYFS Lead and Head of School / Senior leader (or those deputising in their absence).
- The Head of School / Senior leader will organise a search of the grounds and rooms in the setting.
- If the child is not found, the Head of School / Senior leader will contact the police and the parents/Carers.
- From this point on the incident will be treated as a critical incident and critical incident procedures will apply.

## **If a child is found to be missing while on a visit or journey, the following procedures will be followed:**

- The member of staff in charge will contact the police and the school immediately. They must keep the rest of the group together and look in the immediate area for the child while waiting for the police to attend.
- If the group is in walking distance, a representative from the school will join them to support the return of the other children to the school.
- If the child is not found, the Head of School /Senior Leader will contact the parents / carers.
- From this point on the incident will be treated as a critical incident and critical incident procedures will apply.

## **All incidents of missing children, including those that do not become critical must be reported to the Executive Head teacher / Head of School.**

Following the resolution of an incident:

The Head of School/Senior leader will:

- Review security measures and procedures and modify as necessary, ensuring that lessons are learned from the incident that will prevent any repeats.
- Brief staff about any changes to security measures / procedures.
- Meet the child's parents to inform them about the incident and the action taken.

The EYFS Lead will:

- Work with the parents to ensure that the child receives appropriate support to reduce any effect on his / her well-being.
- Debrief all staff, ensuring that emotional support and counselling are offered and that a full written account of the incident is made.

Review September 2019