**MISSING CHILDREN POLICY**

Busy Bees takes every possible precaution to ensure that a child remains in the Setting. Busy Bees ensures that:

* All gates and doors within the Setting and garden are locked;
* Each child will be signed in upon arrival and signed out when collected;
* Registration of all children present at Busy Bees will be carried out at the beginning of each morning and afternoon session;
* Regular head counts are undertaken during the day;
* If a child has to leave the setting for any reason they will be accompanied by a member of staff and the other members of staff will be informed of their departure and return;

In the unlikely event of a child going missing our missing child procedure is as follows;

* Indoors:
1. check exterior doors are locked;
2. check area and surrounding area of where child was last seen;
3. check toilets and entrance hall;
4. check main room including all cupboards, behind doors and under tables;
5. check staff/storage cupboard
6. Deputy/Play Assistant to remain in setting supervising children.
* Outdoor playground:
1. check gates are secure;
2. check child has not gone into the church or graveyard;
3. check child has not gone into the car park;
4. check child has not gone onto the adventure play area;
5. check child has not gone around or under the Busy Bees setting or the shed;
6. check child has not gone behind any of the school buildings or inside any of the school buildings;
7. check child has not returned to Busy Bees setting, search Indoors as above
8. Deputy/Play Assistant to remain with the children in the playground and organize them into a line ready to return to the setting.
* Outdoor Playing Field:
1. Check child has not gone onto the adventure play area;
2. Check child has not gone around or under Busy Bees setting or sheds;
3. Check child has not returned to Busy Bees setting, search premises as above;
4. Check child has not gone behind any of the school buildings, or inside any of the school buildings;
5. Check child has not gone into the church or graveyard;
6. Check child has not gone into the playground;
7. Check gates are secure;
8. Check child has not gone onto pavement, road or driveway;
9. Check child has not goner into the car park;
10. Deputy/Play Assistant to remain with children in the outdoor playing field and organize them into a line ready to return to the setting.

The Setting Manager would call the police and report the child as missing as soon as the checks outlined above had been carried out. The parent/carer would also be contacted. An internal investigation would be conducted.

**Child goes missing on an outing**

Busy Bees does take children on outings but these are usually whole pre-school outings when parents are also invited. If parents do attend they will be responsible for their own child.

If a child should go missing during an outing staff on the outing should ask children to stand with their designated carer and carry out a headcount to ensure that no other child has gone astray. One staff member would search the immediate vicinity but not beyond that.

The Setting Manager would contact the Police to report the child is missing and the child’s parent. Staff would take the remaining child back to the Setting.

If the outing is in an indoor venue the Setting Manager will contact the venue’s security staff who will handle the search and contact the Police if the child is not found. The Setting Manager may be advised by the police to remain at the venue. The Pre-school Committee would be contacted by the Setting Manager and a full investigation would be undertaken by them. Busy Bees staff would co-operate fully with any Police investigation (if appropriate).

This policy was adopted at a meeting of Busy Bees Pre-school Committee on 2 May 2014.

Reviewed: 26 August 2019

Signed on behalf of Busy Bees Pre-school Sally Evans (Chair)