

Missing/Uncollected Child Policy

Missing Child

Children being children are not always where they should be or where you expect them to be. Rarely this is anything other than a child having moved unexpectedly, but staff needs to establish a procedure to ensure that the child is located and returned to staff control as quickly as possible. In order to achieve this we will make sure that:

- A senior member of staff present arranges for the other children to be satisfactorily supervised
- The surrounding area will be checked to see if the child can be located, in particular areas such as toilets, cupboards or other areas of a size capable of hiding a child.
- Enquiries will be made with any other persons in the vicinity.
- If the child cannot be located the senior member of staff will inform;

The parent/legal guardian of the child

The police

Ofsted

Uncollected Child

In the unlikely event of a child being uncollected by its parent/legal guardian, a senior member of staff will endeavour to collect them. If the parent/legal guardian is unobtainable, we will proceed to call the Emergency Contact Numbers as recorded on the child's Personal Record form and make arrangements for the child to be collected.

If we cannot contact anyone, we will follow advice given to us by the Access Centre, Worcestershire Children's Services and/or the Duty Officer at Bromsgrove Police Station.