

The Den



Missing Child Procedure

At the Den we are always alert to the possibility that children can go missing. To minimise the risk of this happening staff will take a register and do a head count particularly when transporting children to school and from school to The Den and do regular headcounts of children during the sessions.

Morning sessions

Nursery/Reception children are escorted to their classroom door by a member of the Den's staff, Years 1 and 2 are escorted to the courtyard and they go to their classrooms by a member of The Den's staff.

Years 5 and 6 go to their classrooms unaccompanied due to gates being manned by school staff.

Years 3 and 4 are seen to go into school via year 3/4 door by a member of the Den's staff.

After school sessions

At the end of the school day Nursery and Reception are collected from their classrooms and a register taken of the children who should be attending on that day.

Years 1 and 2 are collected from year 1's cloakroom and a register taken of the children who should be attending on that day, then they are accompanied over to The Den by 2 members of The Den staff.

Years 3,4,5,6 make their own way over to The Den where a member of The Den's staff is waiting with a register of all children attending on that day.

If a child fails to be at the designated collection area The Den staff will ask the class teacher and school secretary if the child is absent or has gone to an after-school activity or been collected earlier.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises toilets, cloakrooms, and surrounding area.
- Parents will be contacted to find out if other arrangements have been made for the collection of the child.
- After 15 minutes the police will be informed.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at The Den.
- The manager will liaise with the police and the child's parent or carer.

The incident will be recorded in the **Incident Log form**. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

Useful numbers

Police: 999

Solihull Safeguarding Children Board 0121 788 4325

Ofsted: 0300 123 1231

This policy was adopted by: The Den	Date: May 2023
To be reviewed: June 2024	Signed: Pauline Barritt Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information for parents and carers (3.73)*
Also complies with *Keeping Children Safe in Education (2022)*