# Little Disciples Childcare

# Missing Child Policy & Procedure

"Caring for children, supporting parents, and sparking imaginations – where quality, affordability, and excitement meet!"

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| **Document Title:** | Missing Child Policy & Procedure |
| **Owner:** | Little Disciples Childcare |
| **Approval Date:** | December 2025 |
| **Next Review Date:** | December 2026 |
| **Distribution List:** | Committee, Management Team, Staff & Parents |
| **Responsible Individual Signature:** | |
| **Responsible Individual Signature:** | |

| Version | Date | Changes Made | Author | Approved By | Next Review Date |
|---|---|---|---|---|---|
| 1.0 | September 2023 | Initial Release for Provider changes | S. Gocher | A. Stephens | Annually – September 2024 |
| 2.0 | December 2024 | Policy Review | S. Gocher | A. Stephens | Annually – December 2025 |
| 2.1 | January 2025 | Minor amendments – Pg numbers and Document Control | S. Gocher | A. Stephens | Annually – December 2025 |
| 2.1 | December 2025 | No changes | S. Gocher | A. Stephens | Annually – December 2026 |

**Policy Statement**
At Little Disciples Childcare, we are committed to providing a seamless and cohesive approach to childcare across all our services. This policy and procedure apply equally to both our Nursery Plus provision and our Breakfast, Afterschool, and Holiday Club services. This integrated framework ensures consistent standards of care, safety, and quality across all aspects of our provision, fostering a supportive and nurturing environment for every child in our care.

# Missing Children Policy & Procedure

Little Disciples Childcare is committed to ensuring the safety of all children who attend our Setting.

In accordance with our arrival and collection policy:

- Parents/carers must give adequate notice to the setting regarding attendance/non-attendance of their child.
- The Class teachers and children will know the setting Playworkers or individuals acting as escorts. They also have a copy of a register of who is attending after school setting from their class.
- Only persons named in writing by the parent/carer will be able to take the child from the setting.
- Daily attendance records are updated promptly on the iPal system with the time children are collected.

In addition:

- Playworkers will arrive promptly at specific collection points with a list of children to be collected.
- A daily register is taken at the start of the session to ensure all children that are booked in are present.
- Regular headcounts are made throughout the session.
- Risk assessments of the premises and activities are undertaken.

**Procedure on missing children**

If a child is identified as missing during the setting session the following action should be always taken (whilst maintaining the safety and supervision of all children at the setting):

**Child missing from Setting session.**

1. Make enquiries with relevant members of staff as to when the child was last seen and where.
2. Inform the Manager/Responsible Individual immediately.
3. Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, outdoor premises, and immediate vicinity.
4. If the child cannot be found within 5 minutes, then the Police and the parent/carer are informed.
5. The search is continued, widening the search area, and keeping in touch by mobile phone.
6. An incident form (**Appendix A)** is completed immediately after the event explaining exactly what happened. All the staff present, the child's parent/carer, and the Police should read and sign it and all records are filed in accordance with the health and safety legislation where necessary (Contact Health and Safety Executive or visit www.hse.gov.uk).
7. Care Inspectorate Wales is informed on the same day of the incident.
8. Once the situation has been resolved, all members of staff review the reasons for it happening and the setting will ensure any necessary measures are taken to prevent it from happening again.
9. The setting's insurance company is notified.

**Child missing from the school collection point.**

If a child has been booked into the setting but is missing from the agreed collection point, the following procedure is followed:

1. Inform the Manager/Responsible Individual immediately.
2. The school is informed immediately. If the child has been dismissed from the school, the child's parent/carer is contacted.
3. If the child's whereabouts remain unknown the headteacher (Assistant Head) is informed and the school is searched.
4. Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, outdoor premises, and immediate vicinity of the school/collection point.
5. If the child cannot be found within 5 minutes, then the Police and the parent/carer are informed.
6. **Follow procedure 6-10 as above.**

Appendix A

# Little Disciples Childcare
# Incident Record

*Accident tracking no:*

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| **Record completed by:**<br>Name:<br>Address:<br><br>Postcode:<br>Job title:<br>Tel: | **Person involved in incident:**<br>Name:<br>Address:<br><br>Postcode:<br>Tel: |
| **Details of incident:**<br>Date: | Time: |
| **Where did the incident occur?** | |
| **Describe the events:** | |
| **Witnesses:** | |
| **Other comments:** | |
| **What actions were taken?** | |
| **Record completed by:** *(Signature)*<br><br>**Date:** | **Record read by:** *(Signature of parent or carer)*<br><br>**Date:** |

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| **Logged on CPOMS (Date)** | | **Logged on iPal (Date)** | | | |

*This form should be filed in the Accident & Incident Folder, logged onto CPOMS/iPal.*