**Child Missing Policy**

**Introduction**

This policy outlines the procedures to be followed in the event that a child goes missing from the Early Years Foundation Stage (EYFS) setting. It is designed to ensure the prompt and appropriate response to any such incidents, prioritizing the safety and well-being of the child.

**Objectives**

1. To ensure the safety and security of all children attending the EYFS setting.
2. To establish clear procedures for staff to follow in the event of a child going missing.
3. To maintain effective communication with parents/guardians and relevant authorities during such incidents.
4. To review and update procedures regularly to reflect best practice and compliance with regulatory requirements.

**Policy Statement**

1. **Teacher assistance and EYFS Lead’s Vigilance**:
	* Staff members are responsible for the continuous supervision and vigilance of all children within the setting.
	* Staff-to-child ratios must be adhered to at all times to ensure adequate supervision.
2. **Registration and Monitoring**:
	* All children must be registered upon arrival at the setting, and attendance records must be maintained.
	* Staff should be aware of the whereabouts of each child within the setting and monitor them closely during activities and transitions.
3. **Reporting and Response**:
	* If a staff member suspects or discovers that a child is missing, they must immediately alert the EYFS lead and designated safeguarding lead.
	* A systematic search of the premises and surrounding area will commence immediately, led by staff members while ensuring the supervision of the remaining children.
	* The safeguarding lead will contact the child’s parents/guardians and inform them of the situation.
	* If the child is not located within a reasonable timeframe, emergency services will be contacted for assistance.
4. **Communication**:
	* Clear and effective communication will be maintained between staff members, parents/guardians, and relevant authorities throughout the incident.
	* Regular updates will be provided to parents/guardians regarding the progress of the search and any developments.
5. **Documentation and Review**:
	* All incidents of missing children will be documented in writing, including details of the circumstances, actions taken, and outcomes.
	* The incident will be reviewed by senior staff members to identify any weaknesses in procedures and implement necessary improvements.
6. **Training and Awareness**:
	* Staff members will receive training on procedures for responding to missing children and maintaining vigilance in supervision.
	* Parents/guardians will be made aware of the setting’s missing child policy upon enrolment, and information will be readily available for their reference.

**Conclusion**

This policy aims to ensure a swift and coordinated response in the event of a child going missing from the EYFS setting. By establishing clear procedures and promoting effective communication, the safety and well-being of all children are prioritised, and the risk of such incidents is minimised