



Laugh and Learn Pre-School

Missing Child Policy

General Welfare Requirements in accordance with the EYFS

The provider must take all necessary steps to keep children and adults safe and well.

Policy Statement

Here at Laugh and Learn Pre-School we take children's safety very seriously. All our staff follow the procedures for a) the arrival and departure of children and visiting adults, b) the procedure for outings, and c) ensure all children are brought into the building and a head count completed prior to opening the main gate at the end of each session. In the unlikely event of a child going missing the following procedure will be put in place.

Procedures

Missing children at the premises

- ❖ As soon as it is noticed that a child is missing the member of staff will immediately alert the session leader.
- ❖ The session leader will endeavour to keep other members of staff and children calm, and without delay will instigate a search of the premises/outside area checking all secured boundaries to determine whether a breach of security has been made.
- ❖ If the child is still not located then the session leader will organise other members of staff to take a register to ensure all other children are present and ensure the correct staff ratios are maintained.
- ❖ The session leader will then telephone the Police to report the child as missing, then immediately telephone the parents to inform them of the situation, and finally, if not on site at the time, telephone the Owner/Manager to inform her of the situation.
- ❖ Where staff ratios can be maintained the session leader will then widen the search to the surrounding area.
- ❖ As soon as possible the session leader will speak to all staff members to establish the last known sighting of the child and will pass all relevant information onto the Police and parents.

Missing children whilst on an outing

Where a parent/legal guardian/carer has accompanied their own child on an outing they will be fully responsible for their child's own safety. When an outing is organised, the outing leader is never included within the adult/children ratios in order that they can be available to deal with any emergencies that may arise. For those children where the parent/legal guardian/carer is not in attendance the procedure will be as follows:

- ❖ As soon as it is noticed that a child is missing the outing leader should be informed immediately.
- ❖ The outing leader will endeavour to keep all staff, accompanying adults and children calm and will immediately organise a head count and ensure the correct adult/child ratios are maintained.
- ❖ The outing leader will organise an immediate search of the close surrounding area.
- ❖ If the child is still not found the outing leader will telephone the Police to report the child as missing, then immediately telephone the parents to inform them of the situation, and finally, if not present at the time, telephone the Owner/Manager to inform her of the situation.

- ❖ As soon as possible the outing leader will speak to all adults present to establish the last known sighting of the child and will remain in situ until the Police arrive and pass all relevant information to them and the parents.
- ❖ The remaining children will be taken back to the premises and the correct staff ratios maintained at all times.

Procedure following the reporting of a missing child

- ❖ All staff will co-operate fully with any police enquires.
- ❖ Staff will not discuss the matter with the press or members of the public.
- ❖ All staff, children and any parents involved will be provided with information on how to obtain professional help to deal with the potential emotional effects of such an event.
- ❖ The owner/manager will conduct her own comprehensive review of the sequence of events, any security breaches, or failures to follow procedures, and this will take place alongside any Police investigation.
- ❖ Once this review has been undertaken all findings will be shared with the relevant parties and any revisions necessary to the Pre-Schools policies and procedures or disciplinary actions will be affected as quickly as possible.

Monitoring and Review

It is the role of the Owner/Manager and all Staff to ensure that this policy is fully implemented.

This policy links in with the following EYFS key themes and commitments:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe 1.4 Health and well-being	2.2 Parents as Partners	3.4 The Wider Context	

This policy was written and effected by Sharon Bennett, Owner of Laugh and Learn Pre-School after discussion and review with staff and parents in the Spring Term of 2026.

Signed: *Sharon Bennett*

Dated: February 2026 This policy will be reviewed in the Spring Term of 2028