

## **Y-Kidz** **Missing Child Procedure**

At Y-Kidz we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations.

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 and surrounding area
- After 10 minutes the police will be informed. The manager will then contact the child's parents/carers
- 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 Y-Kidz
- The staff team will liaise with the police and the child's parent/carer.

The incident will be recorded in the **Incident Log**. 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: 101

Derby City Council Social Care First Contact team: 01332 641172 (9am to 5pm)

Derby City Council Careline: 01332 786968 (out of hours)

Ofsted: 0300 123 1231

Derbyshire County Council Social Care: 01629 533190

This policy was adopted by: Y-Kidz	Date: 4 <sup>th</sup> September 2017
Reviewed: July 2019	Signed: Julia Hodder
To be reviewed: July 2020	

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information for parents and carers [3.73]*.

