



Missing Child Procedure

The safety of all children in my care is paramount and I have plans and risk assessments in place to ensure that they remain with me and are safe. In the extreme event that a child goes missing whilst in my care either from my home or whilst on an outing, I will undertake the following procedures:

- ensure the other children in my care are accounted for; reassure them and continue to supervise them appropriately
- check the immediate vicinity
- I will immediately raise the alarm to all around me that a child is missing and enlist the help of everyone to look for them
- if it is a secure area such as a local facility, e.g. library or leisure centre, I will quickly alert the security staff so they can seal off exits and monitor the situation on any CCTV
- I will provide everyone involved in the search with a description of the child
- I will then alert the police and provide a full description. I will follow the advice of the police in searching for the child
- I will then alert the parents/carers of the situation or if they are not contactable, their emergency contacts.

After the incident is resolved I will record it and let Ofsted know. I will also review my risk assessments to ensure this can be avoided in the future.

Prevention Measures

I will take precautions to prevent situations like this occurring by having the following measures in place:

- I will ensure that the children hold my hand or the pushchair when out; where appropriate and with parent's permission children will wear safety reins
- I will avoid places and events which are overcrowded
- I will ensure children are always within sight or sound of me except where parents/guardians have given written consent for their child to attend a club/activity or to walk to/from the childminding setting unsupervised

- I will ensure children are never left unattended in a vehicle or outside shops, for example. I will not leave children unsupervised outside school gates or in the playground; I will always ensure they enter the school building
- I will teach children about staying safe
- when out and about, all children in my care will have a copy of my contact details along with that of their GP in their pocket
- when attending playgroup/nursery/toddler groups I will ensure that all of the children are signed in and out correctly
- I will not allow children to 'play in the street' while in my care.

At home

The front door and side doors are always locked. The keys are kept in a safe place not far from the doors to ensure a quick exit is possible in the event of an emergency. Children are not permitted to leave my home without myself, their parent or authorised person to collect them.

The side gate to the rear garden is always bolted and padlocked. The key is kept in a safe place not far from the gate to ensure a quick exit is possible in the event of an emergency. The garden is fenced all round and is secure.

On Outings

Children are given safety advice as appropriate for their age, and a meeting point is agreed should they get separated from the group. Children will also be asked to all wear one colour t-shirts or hats so I can spot them easily.

Childminder's name: Nina Holloway

Childminder's signature:

Date policy was written: 24 January 2016

This policy is due for review on the following date: 23 January 2017