**Sticky Fish Pre-school**

**Missing Child Procedure**

* Once a child is found to be missing, inform all members of staff on duty immediately. All areas of the setting including the outside area must be thoroughly searched.
* The setting leader (manager or deputy manager) calls the Police and reports the child as missing and then calls the parent.
* All children should be gathered together.
* The register is checked to ensure no other children have also gone astray.
* The manager/dep manager talks to the staff to find out when and where the child was last seen and records this.
* An available member of staff is to check the toilets, cupboards and small rooms in the main hall, exit and entrance points/windows.
* Member of staff who is the Lead Person for that day is to read a story, do song time etc. with the children on the carpet.
* The manager contacts the director for the Trustees (Rose Wyatt) and the CP lead for trustees (Desrine Bailey) to carry out an investigation where appropriate.
* Inform Ofsted.

Date agreed: Nov 2021 Review date: Nov 2022

Signed: Liz Tomlinson Position: Manager