



Scalloway preschool

Missing/Absent and Lost Persons Policy and Procedure

Purpose of Policy

To ensure that where a child does not arrive at Scalloway Preschool or for collection or goes missing during the course of a session, appropriate action is taken to locate the child and the relevant people are notified.

Who is responsible?

All members of staff have a responsibility to ensure the safety and security of the children in the setting and to ensure that they have accurate information regarding who is attending the setting on any given day, who is to be collected, means of collection, etc. It is the responsibility of the manager to ensure that all children on the register are accounted for.

How will the policy be implemented?

Lost/Missing Child

Should a child go missing from the setting during an outing the following steps will be followed:

- The member of staff who notices the absence will inform all other members of staff.
- A member of staff will check with the other staff and the children when and where the child was last seen
- A search of the immediate area will be carried out including informing any on site members of staff at the venue that the child has gone missing and enrolling their help. The member of staff will pay careful attention to play areas, toilets etc. when searching for the child.
- If the child has not been located in 15 minutes the member of staff will contact the police and the child's parents or carers.
- A record of this incident must be made in the incident book and where the police have been contacted the co-ordinator must also inform the Care Commission Officer for the setting.

Repeated Absences by a Child

If it is determined that a child has repeated absences from the setting without the prior acceptable notification by the parent Scalloway Preschool has a responsibility to ensure that the welfare of the child is upheld and has a responsibility to liaise with other agencies, for example, education, social work and health to ensure that the child is receiving the support that the family requires. In some circumstances there may be child protection concerns that arise and in these circumstances the child protection policy and procedure will be followed.

Where a child is repeatedly absent from the setting then the manager has a responsibility to ensure that the child is safe and contact the child's parents/carers and establishing the child's welfare. In the event that there is a concern over the child the child protection policy and procedure will be followed.