



Missing Person Procedure

In the event that a child is missing from the setting the following procedure will take place:

1. Register checked to ensure child is not away or been collected early.
2. Gather and sit all children on carpet area and take register to establish who/how many are missing.
3. Ask the children if they have seen missing child.
4. Spare staff to search inside and outside area (including all potential hiding places).
5. Check toilets/playground/garden.
6. Check with staff in reception office.
7. Alert senior member of staff.
8. Senior member of staff to inform parents/contact police.