FCJ Primary School

Missing Child Policy EYFS

Mission Statement

Teach the children with all the kindness and gentleness possible.

Academic Year:	2026-27
Review Date:	Autumn Term 2027
Author	Senior Leadership Team

Article 3: Acting in the best interest of the children in our care.

Article 19: Children have the right to be safe from harm.

The FCJ Governors are committed to safeguarding and promoting the welfare of children and young people at every opportunity and expect all staff and volunteers to share this commitment.

1. Actions in the event of a Missing Child whilst on site:

- If a child cannot be found the Manager and Headteacher must be informed.
- A sweep will be carried out of the building and the outside area.
- If the child is not found, the Manager/Headteacher will contact the police with all of the child's details.
- Once the police have been informed the Operations Manager/Headteacher will inform the parents. The parent is to be given basic information about what has happened and advised to come to the Nursery.
- Child Care Registration will be informed.
- Once the child is found a full investigation will take place.

2. Actions in the event of a Missing Child whilst off site:

- Head counts will take place regularly during an outing.
- If a child cannot be counted all the children will be brought together.
- One member of staff will check over the area.
- A member of staff with the children will contact the school and speak to either the Manager or Headteacher
- The Manager/Headteacher will contact the police with all the child's details.
- Once the police have been informed the Operations Manager/Headteacher will inform the parents. Parents are to be given basic information about what has happened and should be advised to come to the Nursery.
- Child Care Registration will be informed.
- A member of staff will go to the venue of the outing, to support staff with bringing the group of children back.
- One member of staff will stay at the venue until the police arrive.
- Once the child is found a full investigation will take place.