



*The Lindens*  
*Steiner Waldorf Early Years*

## CHILD MISSING ON SITE POLICY AND PROCEDURE

### RELATED DOCUMENTS

Safeguarding and Child Protection Policy and Procedure  
Emergencies Procedure  
Application and Enrolment Forms  
GDPR Policy  
Confidentiality Statement  
Positive Behaviour Policy and Procedure  
Privacy Statement  
Drop off and Collection Procedure  
Visitors Policy and Procedure

### POLICY STATEMENT

Staff at The Lindens supervise children at all times, maintaining the required staff to child ratio.

### PROCEDURES

- The main door is kept closed at all times.
- On Mondays, Tuesdays and Wednesdays when the Little Kindergarten group is in the garden, staff are aware of this and the garden gate is locked at 9.30am. On Thursdays and Fridays the door is locked at 9.15 and the garden gate is securely locked when children are out in the garden.
- We take a register each morning after the door/gate is locked, and we do regular head counts during the day.
- In the unlikely event that a child goes missing while in our care, we will immediately alert all staff members on the premises.
- One member of staff will be designated to look for the missing child, while leaving the other children supervised by other available staff members. We aim to stay within our ratios wherever possible.
- If the child is not found after a thorough search, we will contact the police and then the child's parents/carers.
- If necessary, we will then contact the parents of the other children and ask them to collect the children in order to continue our search.
- Our usual procedures for absenteeism are outlined in the Safeguarding and Child Protection Policy and Procedure.