



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 locked at 9.15 and the garden gate is securely locked when children are out in the garden. On Mondays-Wednesdays the garden gate is locked at 9.30am.
- 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.

Date: 09/20

Signed: O Antal



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Date: 09/21

Signed: O Antal