



# MELISSA'S CHILDCARE

## MISSING CHILD POLICY

As a responsible childminder, the safety and wellbeing of every child in my care is of the highest importance. While I take every precaution to ensure that children remain safe and under supervision at all times, I recognise that in rare and unforeseen circumstances, a child may become lost. This policy outlines the steps I take to prevent such incidents, as well as the procedures I will follow should a child go missing.

### Preventative Measures

To minimise the risk of a child becoming lost, I will:

- Conduct **location-specific risk assessments** for all outings, as well as maintain and regularly update a **generic risk assessment** for trips.
- **Identify a designated meeting point** at each location visited, and clearly explain to children where to go if they become separated.
- **Educate children** on what to do if they find themselves lost, such as:
  - Recognising staff uniforms or badges at venues.
  - Asking safe adults (e.g., shop staff or security personnel) for help.
- Encourage children to **stay close**, hold hands, or ride in a pushchair when appropriate.
- Avoid visiting **overcrowded places**.
- On outings, children wear **high-visibility vests** with my name and contact number printed on them.
- Teach children about the **dangers of wandering off** and speaking to strangers.

### In the Event a Child Becomes Lost

If a child goes missing while in my care, I will act immediately:

1. **Raise the alarm** and notify those around me to assist in the search.
2. If in a secure area (e.g., a shopping centre), I will:
  - Alert **security staff** immediately.
  - Request exits be sealed and the child searched for via CCTV where possible.
3. Provide all available helpers with a **clear description** of the missing child (age, clothing, etc.).
4. Reassure any other children in my care who may be distressed.
5. If the child is not located promptly, I will:
  - **Call the police** and provide a full description.
  - **Notify the child's parents** or guardians as soon as possible.
6. Continue searching in a systematic and calm manner while awaiting assistance.

### After the Incident

Once the situation is resolved, I will:

- Complete an **Incident Record Form** for the parents to review and sign.
- Inform **Ofsted** of the incident as required.
- Conduct a **full review** of the circumstances to identify what went wrong and update procedures accordingly to prevent future occurrences.

