



Missing Child Policy

Titel	Missing Child Policy
Version	1.0
Created by	Sudbrook Group Lead
Validity	Sep 2025
Next Review Date	Sep 2026 or after an incident

Policy Statement

The safety and security of children in our care is paramount. This policy outlines the procedures to be followed in the unlikely event that a child goes missing while in the care of Sudbrook Kinderhaus.

Aims

- To prevent children from going missing.
- To ensure a swift and coordinated response if a child is unaccounted for.
- To inform all relevant parties and authorities promptly and appropriately.

Preventative Measures

- Accurate attendance registers are maintained and updated throughout the day.
- Staff-to-child ratios are strictly adhered to.
- Children are supervised at all times, including during outdoor play and outings.
- Secure entry and exit systems are in place.
- Regular headcounts are conducted, especially during transitions.

Procedures if a Child Goes Missing On-Site

Immediate Search

Staff conduct a thorough search of the premises, including all rooms, toilets, outdoor areas, and any hiding places.

One staff member remains with the other children to ensure their safety and supervision.

Escalation

If the child is not found within 5 minutes, the Group Lead (or most senior staff member present) is informed. The Manager contacts the child's parents/carers to inform them of the situation. The police are contacted by dialling 999.

Information to provide to Police

- Child's name, age, description, clothing.
- Time and location last seen.
- Any known medical conditions or vulnerabilities.

Procedures if a Child Goes Missing Off-Site (e.g. on an outing)

Immediate Action and Search

Staff conduct a headcount and retrace steps to search the immediate area.

One staff member remains with the group; others search the area.

Escalation

The Manager is contacted immediately. Parents/carers and police are informed without delay.

After the Incident

- A full written report is completed by all staff involved.
- Ofsted is notified within 14 days as required.
- A review of risk assessments and procedures is conducted.
- Support is offered to the child, family, and staff involved.

Monitoring and Review

This policy is reviewed annually or following any incident. All staff are trained on this policy during induction and through regular safeguarding updates.