



Testlands, Green Lane • Southampton, Hampshire  
Phone: 023 8202 6700 • [contactus@testlands.com](mailto:contactus@testlands.com)  
Web: [www.testlands.com](http://www.testlands.com)

## Missing child policy

Testlands has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

### Missing children

Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts. If for any reason a member of staff cannot account for a child's whereabouts during a session, the following procedure will be activated:

- i. The member of staff in question will inform both the Senior Leader and the rest of the staff/volunteer team that the child is missing and a thorough search of the entire premises will commence. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- ii. If after 15 minutes of thorough searching the child is still missing, the Senior Leader will inform the police and then the child's parent/carer.
- iii. While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the setting.
- iv. The Senior Leader will be responsible for meeting the police and the missing child's parent/carer. They will coordinate any actions instructed by the police and do all they can to comfort and reassure the parents/carers.

The Senior Leader (or most senior member of staff present) will contact the Chief Operations Officer and report the incident.

Once the incident is resolved the Senior Leader will write a full incident report, and together with the Chief Operations Officer and will review relevant policies and procedures and implement any necessary changes. If the Police have been involved, Ofsted will also be informed, as soon as is practicable.

**Last reviewed:** September 2021

**Date of next review:** September 2022