



Little Dino Playgroup – Missing Child Policy

Purpose:

To ensure the safety and well-being of all children attending Little Dino Playgroup, this policy outlines the procedures to be followed in the unlikely event that a child goes missing.

Scope:

This policy applies to all staff, volunteers, and parents/carers involved with Little Dino Playgroup.

1. Prevention Measures

- Accurate Record-Keeping:

Maintain up-to-date records of all children, including emergency contact details and any relevant medical information.

- Child Supervision:

Ensure appropriate staff-to-child ratios are maintained at all times, with vigilant supervision during activities and transitions.

- Check-in/Check-out Procedures:

Implement strict procedures for signing children in and out, requiring a designated authorized adult's confirmation.

- Identification:

Use visible identification badges for staff and ensure children wear name tags if appropriate.

2. Response to a Missing Child

Immediate Actions:

- Search the Premises:

Staff should conduct an immediate thorough search of the premises, checking all areas, including outdoor spaces, toilets, and storage areas.

- Alert Others:

Notify all staff members immediately to assist in the search.

- Notify Management:

The designated senior staff member or manager must be informed immediately.

- Search Outside the Premises:

Staff should discreetly check the surrounding areas if the child is not found indoors.

- Contact Authorities:

If the child is still not located within 5 minutes, contact the local police without delay.

- Notify Parents/Carers:

Contact the child's parents or guardians immediately once the child is confirmed missing.

3. Communication

- Internal Communication:

Keep all staff informed of the situation and coordinate the search.

- External Communication:

Only designated staff or management should communicate with the media or external agencies to ensure accurate information is provided.

4. Post-Incident Procedures

- Record Keeping:

Document the incident thoroughly, including the time, actions taken, and outcomes.

- Review and Debrief:

Conduct a debrief with staff to review the response and identify any areas for improvement.

- Support:

Offer support to the child, parents, and staff affected by the incident.

- Policy Review:

Review and update the missing child policy regularly to improve safety measures.

5. Staff Training

- All staff will receive training on this policy and procedures at least annually and upon induction.

This policy aims to prioritise children's safety and ensure a swift, coordinated response if a child goes missing.

Approved by:

Playgroup Manager : Rouma Begum

Date: 27.10.25

Contact Information:

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Local Police: 101 / 999

Note: This policy should be reviewed regularly and adapted to comply with local regulations and best practices.