**Missing Child Policy**

Children’s safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made through carrying out the outings/toilet/fire drill and exit/entrance procedures that the security of the children is maintained at all times.  In the unlikely event of a child going missing manager will follow this procedure:

Check the register thoroughly

Some members of staff will stay with other children

Other members of staff will search all rooms in the building and the immediate area

If the child cannot be found, parent/carers will be informed

Police and Ofsted will be informed

Obviously we never want this situation to occur and we are confident with all our safety measures in place and constant supervision during arrival and collection, toilet visits and fire drill we will prevent this ever happening.

**Systems in place to minimise the risk:**

Register taken at the start of each session

Regular head counts carried out

Children never leave our room unsupervised

Children are counted leaving and on return to room