



Dolce Casa Montessori

## Missing Child Policy

At Dolce Casa Montessori, the safety and wellbeing of children is our highest priority at all times, both on and off the premises. Robust procedures are in place to minimise risk and to ensure swift, calm and effective action in the extremely unlikely event that a child goes missing.

### Missing Child on the Premises

In the unlikely event that a child is discovered to be missing within the setting:

- As soon as a child is noticed to be missing, the Key Person or staff member must immediately inform the Manager or person in charge, even if the absence appears momentary
- All staff will be calmly informed and an immediate, thorough search of the premises will begin
- Staff will search all rooms, toilets, storage areas and the outdoor space, ensuring that:
  - All other children remain supervised
  - A headcount is carried out and cross-checked against the daily register
- Doors, gates and entry points will be checked to identify any possible breach of security
- The Manager or most senior member of staff will carry out a second full search
- During this time, staff will continue searching while maintaining as normal a routine as possible for the remaining children
- If the child is not found within 10 minutes, the parents/carers and the Police will be contacted immediately
- The Manager or senior staff member will follow all advice and instructions given by the Police

## **Child Missing on an Outing**

Regular headcounts are carried out and recorded during all outings. If a child goes missing while off-site:

- The staff member who notices the child is missing must immediately alert the most senior member of staff on the outing
- All staff will be calmly informed and a thorough search of the surrounding area will begin
- Remaining children will be kept together, supervised and reassured
- A headcount will be carried out and cross-checked against the printed outing register
- If in an indoor or managed venue, venue security will be informed and a clear description of the child provided
- The most senior member of staff will conduct a second search and contact the Manager if they are not present
- Parents/carers will be informed by the Manager or senior staff member
- If the child is not found within 10 minutes, the Police will be contacted
- Staff will continue searching while keeping the rest of the group calm and safe
- All staff will follow the guidance and instructions provided by the Police

## **Recording, Reporting and Follow-Up**

- A full written incident report will be completed as soon as possible, including:
  - Times
  - Actions taken
  - People contacted
- A thorough internal review will be carried out to identify:
  - How the incident occurred
  - Any improvements required to prevent recurrence
- Ofsted will be notified within 14 days, where required, in line with statutory guidance

## **Review of Policy**

This policy is reviewed regularly and updated in line with:

- EYFS statutory requirements
- Safeguarding guidance
- Ofsted expectations
- Learning from incidents or near misses

**Last Review: January 2026**