



## 29. MISSING CHILD

<b>Document Title:</b>	<b>Missing Child</b>
<b>Unique Reference Number:</b>	<b>028</b>
<b>Document Author:</b>	<b>YMCA Childcare, CB</b>
<b>Document Approved:</b>	<b>Stuart Buchanan</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Stuart Buchanan Russell Wilbourne</b>
<b>Person responsible for approving Policy</b>	<b>Stuart Buchanan</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email &amp; Hard Copy</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Email &amp; Hard Copy</b>
<b>Date the Document is Effective From:</b>	<b>May 2024</b>
<b>Scheduled Review Date:</b>	<b>Annually</b>
<b>Number of Pages:</b>	<b>2</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

**If a child goes missing Tusla, the Child and family Agency must be informed within 3 days.**

**Statement of intent:** It is our intention to keep children safe at all times and to avoid a situation whereby a child is missing.

### **Procedure:**

- Children are welcomed into the setting by a designated member of staff, who marks their presence in the daily register.
- A member of staff remains on duty by the door throughout the arrival and departure period of the Service and until all parents/guardians have left the premises.
- The main door is kept secure at all times when a member of staff is not on duty at the entrance.
- Children's times of arrival and departure are noted on the register, and a note is made in the register if a child is to leave early or with another adult.
- The outdoor area is supervised when children are outside
- Staff are deployed throughout the setting during the session, ensuring that no child is left alone for any period without an adult being aware of their location.
- The outdoor area is supervised.
- The rooms in which the children play are never left unsupervised/out of vision of staff.
- Staff remains on duty within the main room at all times, unless all the children and staff are in the outdoor area together
- If all Staff and children are outside and a child needs to come inside, a member of staff will accompany them inside.

---

**We believe everyone should have the opportunity to belong to healthy, confident, connected and secure communities**



**In the event of Staff not being able to locate a child on the premises:**

- The premises will be searched thoroughly and immediately.
- The register will be called to determine which child(ren) are missing.
- The grounds surrounding the service will be searched.
- Staff will call the local Garda immediately and without delay.
- Staff will inform the parents/guardians immediately and without delay.
- A full and thorough review of procedures and practices will take place to determine how the incident occurred and changes will be made if appropriate.
- An accident/incident form will be completed and appropriately signed

*Please see Outings Policy for procedure to follow if a child goes missing on an outing.*

Signed: 

**Date:** 8th May 2024

**Name:** Stuart Buchanan

**Person responsible for approving the Policy**