

# MISSING CHILD POLICY

---

## Statement of Intent

Children's safety is our highest priority, both on and off the premises. Every attempt is made, through carrying out the outings procedure and the exit/entrance procedure, to ensure the security of the children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

## Aim

We aim to act promptly and efficiently in the event of a child going missing whilst at pre-school.

## Procedures

- All child records must be verified upon receipt to check that appropriate and adequate telephone numbers and contact details have been completed.
- All parents must ensure that they advise the registration staff of any alternate contact details for any specific day.
- All staff must sign all visitors in and out of pre-school in the Visitors Book provided at the entrance.
- All staff must ensure that the gate to any outside area is bolted when children are playing outside.
- Staff mark children in and out on the appropriate forms at entrances to the building.
- Staff mark registers at each session.

## Child goes missing on the premises:

As soon as it is noticed that a child is missing, the key person/staff member will alert the pre-school leader

- The pre-school leader will tell the other staff members and children that it is time for "*Special Activity*".
- Children to be taken by staff to registration area for activity.
- The leader at the session will count and name check all the children present against the register.
- Pre-school staff will check the inside and the outside play areas for the missing child.
- Doors and gates will be checked to see if there has been a breach of security whereby a child could wander out.
- The pre-school leader will speak to all staff to find out when the child was last seen and records this.
- The pre-school leader will contact the chair to report the incident and the chair will be asked to come to the pre-school if deemed necessary.

### **In the event of a child being deemed lost the leader of the session will:**

- Contact the Police and report the children missing.
- Contact the parents and ask them to bring along a recent photograph of their child if the pre-school does not have one.

### **Child goes missing on an outing**

This describes what to do when staff have taken a small group on an outing, leaving the pre-school leader and/or other staff back in the setting. If the pre-school leader has accompanied the children on the outing, the procedures are adjusted accordingly.

What to do when a child goes missing from a whole setting outing may be a little different, as parents usually attend and are responsible for their own child.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated carer and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity, but does not search beyond that.
- The pre-school leader is contacted immediately (if no on the outing) and the incident is recorded.
- The pre-school leader contacts the police and reports the child missing.
- The pre-school leader contacts the parents, who will be asked to make their way to the setting.
- Staff will take the remaining children back to the setting.
- If at an indoor venue, the staff will contact the venue's security who will handle the search and contact the police if the child is not found.
- The pre-school leader will contact the committee chair and they will be asked to attend the pre-school.
- The pre-school leader or staff member may be advised by the police to stay at the venue until the police arrive.

### **Investigation:**

- Staff will complete detailed report of the incident detailing:
  - Date, time, what children and staff were present at the time of the incident.
  - Name of the designated staff member for the missing child.
  - When and where the child was last seen.
  - Estimated time since the child was last seen.
- If the incident warrants a police investigation, all staff will co-operate fully.
- Children's social care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see Health and Safety Policy – under accident book) the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed

Staff must not discuss any missing child incident with the press without consulting with the committee first.

This policy was adopted at a meeting of Lawshall Pre-school

Held on (date)

First adopted on 11<sup>th</sup> June 2008

Subsequently adopted on 11<sup>th</sup> November 2009  
15<sup>th</sup> November 2010

Updated and reviewed on 26<sup>th</sup> April 2012  
14<sup>th</sup> September 2013

Signed on behalf of the pre-school ...

Position Held .....

*This policy will be reviewed annually*

