



Missing Child Policy

Policy statement

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

Procedures

Child going missing on the premises

- As soon as it is noticed that a child is missing the key person/staff alerts the setting leader.
- The setting leader will carry out a thorough search of the building and outdoor area.
- The register is checked to make sure that no other child has gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The setting leader talks to the staff to find out when and where the child was last seen and records this.
- If the child is not found, the setting leader contacts the police and reports the child as missing and then calls the parents.
- The school governor's will be informed and the incident reported. An investigation will be carried out immediately.

Child going missing on an outing

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

When a child goes missing from a whole setting outing may be different as Pre-school parents/ carers always 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 person and carry out a head count to ensure that no other child has gone astray. One staff member searches the immediate vicinity, but does not search beyond that.

- The head teacher, Mrs A Mason (if not on the outing) is contacted immediately and the incident is reported.
- Mrs Mason contacts the police and reports the child as missing.
- Mrs Mason contacts the parent, who make their way to the setting.
- Staff take the remaining children back to the setting.
- In an indoor venue the staff will alert the venue's security who will handle the search and contact the police if the child is not found.
- The school governor's will be informed and the incident reported. An investigation will be carried out immediately with the senior management team.
- The setting leader or designated staff member may be advised by the police to stay at the venue until they arrive.

The investigation

- Staff keep calm and do not let other children become anxious or worried.
- Mrs Perigo/ Mrs Price together with a representative from the senior management team, speaks with the parent(s).
- Written statements are taken from all members of staff on the outing detailing.
- The key person/ staff member writes an incident report detailing:
 - Date and time of the report.
 - What staff/ children were in the group/ outing and the name of staff designated responsible for the missing child.
 - When the child was last seen in the group.
 - What has taken place in the group or outing since the child went missing.
 - The estimated time that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff cooperate fully.
- The incident is reported under RIDDOR arrangements, the insurance provider is informed and OFSTED notified.

When the situation has been resolved members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.

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