

## 1.4 Missing Child

### Policy statement

Children's safety is our highest priority, both on and off the premises. Every attempt is made, through the implementation of our outings procedure and our 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 relevant practitioner alerts our setting manager.
- The register is checked to make sure no other child has also gone astray.
- Our manager will carry out a thorough search of the building and garden.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is not found, our manager calls the police immediately and reports the child as missing. If it is suspected that the child may have been abducted, the police are informed of this.
- The parent(s)/carer(s) are then called and informed.
- A recent photo and a note of what the child is wearing is given to the police.
- Our manager talks to our staff to find out when and where the child was last seen and records this.

#### *Child going missing on an outing*

- As soon as it is noticed that a child is missing, the staff members carry out a headcount to ensure that no other child has gone astray.
- One staff member searches the immediate vicinity, then calls the setting for additional staff support & to inform the manager.
- The Manager contacts both schools to inform & increase support
- If the child is unable to be found Manager contacts police to report missing child & records the incident.
- Our manager contacts the parent(s)/carer(s).
- Our staff take the remaining children back to the setting as soon as possible.

- According to the advice of the police, a senior member of staff should remain at the site where the child went missing and wait for the police to arrive.
- A recent photo and a description of what the child is wearing is given to the police.
- Our staff keep calm and do not let the other children become anxious or worried.

### *The investigation*

- Ofsted are informed as soon as possible and kept up-to-date with the investigation.
- Our directors, carry out a full investigation, taking written statements from all our staff and volunteers who were present.
- Our manager and a deputy manager will speak with the parent(s)/carer(s) and explain the process of the investigation.
- The parent(s)/carer(s) may also raise a complaint with us or Ofsted.
- Each member of staff present writes an incident report detailing:
  - The date and time of the incident.
  - Where the child went missing from e.g. the setting or school field outing.
  - Which staff/children were in the premises/on the outing and the name of the staff member who was designated as responsible for the missing child.
  - When the child was last seen in the premises/or on the school field, including the time it is estimated that the child went missing.
  - What has taken place in the premises or on the outing since the child went missing.
  - The report is counter-signed by the senior member of staff and the date and time added.
  - A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all our staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff and parents. Children's social care may be involved if it seems likely that there is a child protection issue to address.
- In the event of disciplinary action needing to be taken, Ofsted are advised.
- The insurance provider is informed.
- Our staff must adhere to our confidentiality policy and should in no way discuss a missing child incident or comment/post on social media.

Manager signature \_\_\_\_\_ Date \_\_\_\_\_