



MISSING CHILD POLICY

Statement of intent

In the event that a child should go missing from the setting the Pre-School puts into practice agreed procedures. These ensure that in the event of a child being reported as lost all necessary checks are made to ensure their safety.

Aim

The aim of our setting is to ensure that all children are safely looked after and to assure parents and guardians that their child will be cared for at all times.

Method

If a child goes missing from the setting:

- The person in charge will carry out a thorough search of the building and outdoor enclosure.
- The register is checked to make sure 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.
- Person in charges talks to staff to establish what happened.
- If the child is not found the parent is contacted and the missing child is reported to the police.
- All staff will remain on the premises until the situation has been resolved.
- The Trustees of the Preschool will be informed.
- Ofsted (Tel No. 0300 123 1231) will be advised within 14 days of a child becoming lost.
- A full incident report, including any witness statements will be completed and an investigation launched to identify any security breaches.

If a child goes missing from an outing where parents are not attending and not responsible for their own child, the setting ensures that there is a procedure that is followed.

- 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 headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- The staff contact the police using their mobile phone and report the child missing.
- The person in charge of the setting is informed and is the contact for the police as well as support for the staff.
- Staff take the remaining children back to the setting.
- The person in charge of the setting contacts the child's parents who make their way to the setting or outing venue as agreed with the person in charge.
- At an indoor venue, the staff contact the venue's security who handle the search and contact the police if the child is not found.
- The person in charge contacts the chairperson of the management committee who comes down to the setting as soon as possible.
- Ofsted (Tel No. 0300 123 1231) will be advised within 14 days of a child becoming lost.

The investigation

- A Trustee of Threemilestone Preschool CIO carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The Trustee writes an incident report detailing:
 - the date and time of the report
 - what staff/children were in the group/outing
 - when the child was last seen in the group/outing
 - what has taken place in the group/outing since then
 - the time it is estimated that the child went missing.
 - Any witness statements.
- An investigation is conducted to identify any security breaches,
- If the incident warrants a police investigation, all staff co-operate fully. In this case the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under the RIDDOR arrangements and is recorded in the incident book.

- Ofsted will be advised within 14 days of a child becoming lost;

Ofsted
Piccadilly Gate
Store Street
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Tel No 0300 123 1231
Website: www.ofsted.gov.uk

- The Insurance Department at the Pre-School Learning Alliance is informed.

This policy was adopted at a meeting of Threemilestone Preschool CIO

Held on 2nd May 2018

Signed for and behalf of the pre-school

Trustee (Sarah Wallis)
Threemilestone Preschool CIO