

# POLLYANNA PRE-SCHOOL MISSING CHILD POLICY

## **Statement of Intent**

Children's safety is maintained as the highest priority at all times both on and off the premises.

## **Procedure**

In the unlikely event of a child going missing, our missing child procedure is as follows:

### ***Child going missing on the premises***

- As soon as it is noticed that a child is missing the staff member alerts the Manager.
- The Manager talks to the staff to find out when and where the child was last seen and records this.
- The Manager will carry out a thorough search of the building and outside area.
- The register is checked to make sure no other child has also gone astray.
- Doors are checked to see if there has been a breach of security whereby a child could wander out.
- The remaining children will be gathered together by staff and taken to the mat in the book corner.
- If the child is not found within 10 minutes, the parent is contacted, and the missing child is reported to the police.
- The Manager contacts the chairperson and reports the incident. The chairperson, together with the management committee, carries out an investigation and may come to the setting immediately.
- The Chairperson / Manager notifies Ofsted.

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

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

- 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 member searches the immediate vicinity but does not search beyond that.
- In an indoor venue, staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The staff member leading the outing contacts the Manager if they are not in attendance, and they will make their way to the incident to liaise with parents and police.
- While the outing leader ensures the children are secure and safe, another staff member will continue to search the area.
- The Manager contacts the parent, who makes their way to the outing venue.
- The Manager contacts the police after 10 minutes and reports the child as missing.
- Staff take the remaining children back to the setting, if possible, or if not, will make alternative arrangements for the children to remain in a secure location or be collected by their parents, whilst the Manager remains on site.
- The Manager contacts the chairperson and reports the incident. The chairperson, with the management committee carries out an investigation and may come to the setting immediately.
- The Manager, or designated staff member may be advised by the police to stay at the venue until they arrive.

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## **Reporting and reviewing the incident**

- The staff member in charge of the outing writes an incident report detailing:
  - The date and time of the incident.
  - What staff/children were in the group/outing and the name of the staff responsible for the missing child.
  - When the child was last seen in the group/outing.
  - What has taken place in the group or outing since the child went missing.
  - The time it is estimated 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 co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. 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 the Reporting of Accidents and Incidents (Health and Safety Policy)); 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.

## **Review and Approval**

This policy was adopted on: \_\_\_\_\_

Signed by Management Committee: \_\_\_\_\_  


Print Name: \_\_\_\_\_ Carl Sautereau \_\_\_\_\_

Date of Renewal: \_\_\_September 2024\_\_\_\_\_