

Missing Child

Policy statement

Children's safety is maintained as the highest priority at all times, both on and off premises. Every attempt is made through carrying out the outings procedure 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 garden
- The setting leader calls the police and reports the child as missing and then calls the parent.
- The register is checked to make sure no other child has also 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.
- The setting leader contacts the manager or owner (owners representative) and reports the incident. The owner (or their representative) comes to the setting immediately to carry out an investigation.

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 in the setting. If the setting leader has accompanied 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.

Safeguarding and Welfare Requirement: Child Protection

- Our senior staff member on the outing contacts the police and reports that child as missing.
- The manager is contacted immediately (if not on the outing) and the incident recorded.
- The manager confirms that the senior staff member has contacted the police, if not the manager will contact the police and reports the child as missing
- Our manager contacts the parent(s). Who make their way to setting
- Our staff take the remaining children back to the setting as soon as possible.
- In an indoor venue the staff contact the venues security who will handle the search and contact the police if the child is not found
- According to the advice of the police, a senior member of staff, or our manager where applicable, should remain at the site where the child went missing and wait for the police to arrive.
- Our manager contacts the Owner and reports the incident. Our owner or their representative comes to the setting premises immediately to carry out an investigation, with our management team.

The investigation

- Our staff keep calm and do not let the other children become anxious or worried.
- Our manager, together with our owner/or their representative speaks with the parent(s) and explains the process of the investigation.
- Our manager, together with our owner/or a representative, carries out a full investigation, taking written statements from all our staff and volunteers who were present.
- Each member of staff present writes an incident report detailing:
 1. The date and time of the incident.
 2. Where the child went missing from e.g. the setting or an outing venue.
 3. 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.
 4. When the child was last seen in the premises/or on the outing, including the time it is estimated that the child went missing.

Safeguarding and Welfare Requirement: Child Protection

5. What has taken place in the premises or on the outing since the child went missing.
 - 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.
 - The incident is reported under RIDDOR (see the reporting of Accidents and Incidents Policy); The local authority health and Safety officer may want to investigate and will decide if there is a case for prosecution
 - Ofsted are informed as soon as possible and kept up-to-date with the investigation.
 - The parent(s) may also raise a complaint with us or Ofsted.
 - The insurance provider is informed.

Managing people

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- Our staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- They may be the understandable target of parental anger and they may be afraid. Setting leaders need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the setting leader. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the setting leader and the other should be the owner or their representative. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The owner will use their discretion to decide what action to take.

Safeguarding and Welfare Requirement: Child Protection

- Our staff must not discuss any missing child incident with the press without taking advice.

This policy was adopted at a meeting of Little Lambs Pre-School held on 10th February 2017.....

Signed by.....Position.....

Name.....Review date.....