



Safeguarding Children

Missing Child Procedure

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. Children are the responsibility of their parents before being left in the classroom and after being handed back.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.4 The wider context	

Procedures

In the unlikely event of a child going missing whilst on the premises the following procedure will be implemented immediately.

- As soon as it is noticed that a child is missing staff alert the head teacher.
- Security will be alerted and the building locked down.
- The head along with the security guard and any available staff will carry out a thorough search of the building checking toilets, playground, play houses, other halls and offices within the building as well as outside the gates.
- 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.
- If the child is not found within 10 minutes the parent is contacted and the missing child is reported to the police and CST: 07659101668.
- The headteacher will talk to the staff to find out when and where the child was last seen and record this.
- The head teacher will contact the chairperson and report the incident.
- The chairperson, with the management committee carries out an investigation and may come to the Gan immediately.
- The Missing Child form is completed.

If a parent/carer alerts a member of staff that their child has gone missing whilst waiting to come into Gan or having already been collected, the following procedure will be implemented immediately.

- As soon as a parent/carer alerts us that a child is missing, staff alert the head teacher.

- Security will be alerted and the building locked down.
- The head along with the security guard and any available staff will carry out a thorough search of the building checking toilets, playground, Play houses, other halls and offices within the building as well as outside the gates.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The headteacher will talk to the staff to find out when and where the child was last seen.
- If the child is not found within 10 minutes, the missing child is reported to the police and CST: 07659101668.

In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately.

If the headteacher has accompanied children on the outing, the procedures are adjusted accordingly. If parents attend they are responsible for their own child. Regular head counts are carried out on children throughout the outing.

- 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.
- The headteacher is contacted immediately and the incident is reported to the police and CST: 07659101668.
Parents are contacted, and can make their way to the playgroup or outing venue as agreed.
- Staff take the remaining children back to Gan.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found. A lock down is requested.
- Headteacher contacts the chairperson and reports the incident. The chairperson, with the management committee carries out an investigation and may come to the Gan immediately.
- The headteacher, or designated staff member may be advised by the police to stay at the venue until they arrive.

The investigation

- Staff should keep calm and do not let the other children become anxious or worried.
- The Headteacher together with the chairperson or representative from the management committee, speaks with the parent(s).
- The chairperson and management committee carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The key person/staff member writes an incident report detailing:
 - The date and time of the report.
 - What staff/children were in the group/outing and the name of the staff designated 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 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.

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.
- The 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.
- Staff may be the understandable target of parental anger and they may be afraid. The manager will 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 Heads. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the Headteacher and the other should be the chairperson of the management committee or 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 chairperson and headteacher will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident outside the Gan without taking advice.

In the absence of the Headteacher, the deputies will manage the situation following the above procedure.