



Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Missing child Policy and Procedure

Policy statement

Children's safety is our highest priority, both on and off the premises and we will do everything in our power 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 setting leader is alerted.
- The register is checked to make sure no other child has also gone astray.
- The remaining children will be gathered together and kept occupied. Without alarming them, the children should be asked if they have seen the missing child.
- A quick systematic search of all rooms, cupboards and all areas in the pre-school and its immediate grounds will take place.
- While the initial search is made, the session leader will make enquiries of all adults at the pre-school to establish the last sighting and time, clothes that the child was wearing (if possible), and the mental state of the child (happy, upset etc.) and this will be recorded.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The setting leader calls the police and reports the child as missing and then calls the parent.
- If the parent/carers do not answer their contact number a message must be left asking them to contact the pre-school ASAP.



- If contacted the parents/carers should be advised to stay at home in case the child arrives there. They should also be advised that we have contacted the emergency services.
- Parents/carers should be asked for information of anywhere else the child may head.
- Telephone lines should remain as free as possible so that messages are not delayed.
- The preschool activities for the remaining children will continue as normal and staff not involved in the search will give the children proper attention
- The setting leader contacts the owner and reports the incident. The owner comes to the setting as soon as possible 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.
- The setting leader or manager is contacted immediately (if not on the outing) and the incident is recorded.
- The setting leader contacts the police and reports the child as missing.
- The setting leader contacts the parent, who makes their way to the setting.
- Staff take the remaining children back to the setting.
- 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.
- The setting leader contacts the owner and reports the incident. The owner comes to the setting immediately to carry out an investigation.
- The setting leader or member of staff may be advised by the police to stay at the venue until they arrive.



The investigation

- Staff keep calm and do not let the other children become anxious or worried.
- The setting leader together with a representative of the management team, speaks with the parent(s).
- The owner, carries 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. 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. 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 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.
- Staff must not discuss any missing child incident with the press without taking advice.

This policy was adopted at a meeting of abc 123 Pre-School Ltd

Held on: 9 July 2018

Date to be reviewed: 9 July 2019