

Safeguarding and Welfare Requirement: Child Protection

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

1.5 Missing child

Policy statement

Children's safety is maintained as highest priority, both on and off the pre-school premises. Every attempt is made, through the implementation of [our/my] outings procedure and our exit/entrance procedure, to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, [our/my] missing child procedure is followed.

Procedures

Child going missing on the premises

- As soon as it is noticed that a child is missing, the child's key person/staff alerts our setting leader.
- The register is checked to make sure no other child has also gone astray.
- A thorough search is carried out of the building and garden by one member of staff.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
 - 1 member of staff will be asked to search beyond pre-school site, in and around village, creek area, and if child lives in village, around family address
- If the child is not found, the parent is contacted and the missing child reported to the police by ringing 999 or 101 and providing them with a full description
- Other children in the group will be reassured.
- The setting leader will talk to all staff/volunteers/parents to find out when and where the child was last seen and an incident report will be completed detailing:
 - Date and time of report
 - What staff and children were present in the group,
 - When the child was last seen,
 - What has taken place in the group since the child went missing,
 - The estimated time of the child going missing
- How it was dealt with along with any witness statements
- The setting leader will contact the chairperson and report the incident. The chairperson, with management committee will carry out an investigation.
- An investigation will be carried out by the chairperson and management committee. Written statements will be taken from all staff and any witnesses.
- If the incident warrants a police investigation, all staff will co-operate fully with their investigations, giving statements/interviews where necessary.

- The incident will be reported according to H.S.E
- Ofsted will be informed within 14 days at;

Ofsted

National Business Unit

Ofsted

Piccadilly Gate

Manchester

M1 2WD

0300 123 1231

The pre-schools insurance provider, Royal Sun Alliance, will be informed if necessary, in accordance with the severity of the final outcome, staff may need counselling and support. The chairperson and committee will use their discretion to decide what action to take.

Staff must not discuss any missing child with the press or anyone other than the Police or investigating team without taking advice.