

Safeguarding children



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.

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	

Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
-------------------------------------	-------------------------------	--

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 supervisor.
- The register is checked to make sure no other child has also gone astray.
- The supervisor will carry out a thorough search of the building and garden.
- 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, the supervisor calls the police immediately and reports the child as missing. If it is suspected that the child may have been abducted, the police are informed of this.
- The parent(s) are then called and informed.
- A recent photo and a note of what the child is wearing is given to the police.
- The supervisor talks to the staff to find out when and where the child was last seen and records this.
- The supervisor contacts the chairperson and reports the incident. The chairperson or other committee 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 supervisor and/or other staff back in the setting. If the supervisor has accompanied children on the outing, the procedures are adjusted accordingly.

What to do when a child goes missing from a whole setting outing (this will vary if parents/carers are in attendance as they will be responsible for their own child).

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand in their safety groups whilst a headcount is carried out to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The supervisor is contacted immediately (if not on the outing) and the incident recorded.
- The supervisor contacts the police and reports the child as missing.
- The supervisor contacts the parent/carer, who makes their way to the setting or venue whichever is most appropriate.
- Staff take the remaining children back to the setting as soon as possible.
- According to the advice of the police, a senior member of staff, or the supervisor, should remain at the site where the child went missing and wait for the police to arrive.
- A recent photo and a description of what the child is wearing is given to the police.
- 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 supervisor contacts the chairperson and reports the incident. The chairperson or other committee representative comes to the venue/setting immediately to carry out an investigation, with the management committee where applicable.
- The supervisor, or a member of staff may be advised by the police to stay at the venue until they arrive.
- Staff keep calm and do not let the other children become anxious or worried.

The investigation

- The supervisor together with the chairperson or representative from the management committee, speaks with the parent(s)/carer(s).
- 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.
- Each member of staff present writes an incident report detailing:
 - The date and time of the incident.
 - Where the child went missing from e.g. the setting or an outing venue.
 - 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.
 - When the child was last seen in the premises/or on the outing, including the time it is estimated that the child went missing.
 - What has taken place in the premises or on the outing since the child went missing.
 - The report is counter-signed by the senior member of staff and the date and time added.
- 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 supervisors need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents/carers 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 supervisor. When dealing with a distraught and angry parent/carer there should always be two members of staff, one of whom is the supervisor and the other should be the chairperson of the management committee or representative. No matter how understandable the parent’s/carer’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 will use their discretion to decide what action to take and will speak with the media/press if required to do so.
- Staff must not discuss any missing child incident with the press without taking advice and any questions/enquiries from other parents should immediately be directed to the supervisor/chair.

This policy was adopted at a meeting of

Rudgwick Pre-school

Held on

12th May 2022

Date to be reviewed

12th May 2024

Signed on behalf of the management committee

Name of signatory

William Baldwin

Role of signatory

Chairperson

