

Procedure for Missing Child policy

The pre-school complete a register within 15 minutes of the start of each session, headcounts are done on a regular basis.

Missing child at setting

If a child goes missing from the setting:

- All staff will carry out a thorough search of the building and garden.
- 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 person in charge talks to staff to establish what happened
- If the child is not found, the parent is contacted and the missing child is reported to the police.

Missing child on an outing

This describes what to do when staff have taken a small group of children on an outing, leaving the session Leader and/or other staff back in the setting with children (or when all the children and staff leave the Pre-School on an organised outing – for example, Nativity).

An outing may be led by the Manager/Leader (leaving the Deputy or a competent, experienced and qualified staff member leading the Pre-School).

Or the Deputy may lead the outing (leaving the Manager/Leader or a competent, experienced and qualified staff member leading the Pre-School).

On occasion a competent, experienced and qualified staff member may lead the outing with the Deputy or Manager/Leader leading the Pre-School.

If the session Leader has accompanied children on the outing, the procedures are adjusted accordingly, likewise if the session Leader is not the Manager/Leader. 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 session Leader is contacted immediately (if not on the outing) and the incident recorded.
- The session Leader contacts the police and reports the child as missing.
- The session Leader contacts the parent who is asked to come to the pre-school.
- Staff take the remaining children back to pre-school (the site where the child is missing and the police are given contact details before the group leaves the site and returns to pre-school).
- 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 session Leader contacts the Manager (if the Manager is not the session leader) and the Chairperson and reports the incident. The Manager (if the Manager is not the session leader) and Chairperson comes to the setting immediately to carry out an investigation, with the Committee where applicable.

Toy Box Pre-School
Castle Cary, Somerset

- The session Leader or Committee Chair may be asked to attend the venue (if not on the outing). Or the outing lead (if not the session Lead) or another staff member may be advised by the police to stay at the venue until the police arrive (but only if child to adult ratios allow). Please inform police if all staff are leaving the site and are returning to Pre-School.

The investigation

- The management committee chairperson carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/staff writes an incident report detailing:
 - the date and time of the incident
 - what staff/children were in the group/outing
 - when the child was last seen in the group/outing
 - what has taken place in the group/outing since then
 - 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, include interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- Ofsted is informed.
- The Insurance department at the Pre-school Learning Alliance is informed.

This policy was adopted by Toy Box Pre-School	Date:
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	