



Missing Child Policy

As a responsible childcare setting Churchill Pre-School has prepared this policy to confirm the procedure that will be followed in the unlikely event of a child going missing from Pre-School.

Churchill Pre-School will ensure that there is sufficient security to eliminate the opportunity for children to leave the setting unattended, whilst complying with safety and fire evacuation policies, procedures and relevant legislation.

Churchill Pre-School will offer the best possible supervision both within the setting and in the event of taking the children on an outing. The Playleader/s and Pre-School team will also encourage children's understanding of how to keep themselves safe.

If a child goes missing from the Pre-School the following actions will be carried out:

- The person in charge/Playleader 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/Playleader 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.

If a child goes missing when away from the Pre-School (e.g. from an outing) where parents are not attending and not responsible for their own child, the Pre-School ensures that there is a procedure that is followed:

- As soon as it is noticed that a child is missing, staff who are with the group/ 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 searches the immediate vicinity but does not search beyond that.
- The person in charge/Playleader is informed, if she is not with the group and makes her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- The person in charge of the Pre-School/Playleader contacts the child's parent who makes their way to the Pre-School or venue as agreed with the person in charge.
- Staff take the remaining children back to the Pre-School.

- Staff contact the police using the mobile phone and report the child as missing.
- 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 investigation:

- The Pre-School Leader/s carries out a full investigation, taking written statements from all the staff present at the time, or who were with the group/ on the outing.

The Playleader writes an incident report detailing:

1. The date and time of the incident
 2. What staff/children were in the group/outing
 3. When the child was last seen in the group/outing
 4. What has taken place in the group/outing since then
 5. 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. Social Care may be involved if it seems likely that there is a child protection issue to address.
 - **The incident is reported** as soon as possible 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** as soon as possible and in any event within 14 days.
 - **The Local Authority Early Years Team will be informed** by way of best practice and to support the review of setting policies, procedures and risk assessments.
 - **Pre-School Insurance Company (Preschool Learning Alliance) is informed.**
 - As a result of the investigation: risk assessments, policies and procedures will be updated and all staff and families will be made aware of the changes made.

This policy will be reviewed and updated annually, and immediately reviewed in the event of an incident involving a missing child.

Policy Date: 6th April 2016

Review Date: 6th April 2017