



## Missing child

### Policy statement

Children's safety is our highest priority, both on and off the premises. Every attempt is made, through the implementation of our 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 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 alerts the setting manager and the Head of School/Executive Head.
- The register is checked to make sure no other child has also gone astray.
- The manager 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 manager 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 manager talks to the staff to find out when and where the child was last seen and records this.
- The manager and Head of School/Executive Head contacts the chair of governors and reports the incident. Where possible, the chair comes to the provision immediately to carry out an investigation, with our management team. Where the chair is unavailable he/she will designate another governor representative to attend.

#### *Child going missing on an outing*

This describes what to do when our staff have taken a small group on an outing:

- As soon as it is noticed that a child is missing, the staff members 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 senior staff member on the outing contacts the police and reports that child as missing.

- The manager is contacted immediately (if not on the outing) and the incident is recorded. The Executive Head teacher/Head of School are also contacted.
- The manager contacts the parent(s).
- The 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 manager where applicable, 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.
- The manager and Head of School/Executive Head contacts the chair of governors and reports the incident. Where possible, the chair comes to the provision immediately to carry out an investigation, with our management team. Where the chair is unavailable he/she will designate another governor representative to attend.
- The staff keep calm and do not let the other children become anxious or worried.

### *The investigation*

- Ofsted are informed as soon as possible and kept up-to-date with the investigation.
- The chair (or governor representative), carries out a full investigation, taking written statements from all our staff and volunteers who were present.
- The manager, together with the Executive Head/ Head of School speaks with the parent(s) and explains the process of 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 our staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff and parents. Children's social care may be involved if it seems likely that there is a child protection issue to address.
- In the event of disciplinary action needing to be taken, Ofsted are advised.
- 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 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.
- The staff must not discuss any missing child incident with the press without taking advice.

**Agreed by staff:**

**Date: May 2018**

**Agreed by Governors:**

**Date: July 2018**

Our Federation's mission is to work together to create  
successful learners, confident individuals and responsible citizens.

## **Values**

**We aim to:**

- Provide a Christian ethos relevant to all areas of school life
- Ensure a happy and caring environment in which all children and adults feel safe and can express their individuality
- Have high expectations for children in our care by providing an appropriate challenging curriculum which is inclusive and accessible to all
- Expect high standards of behaviour throughout the Federation
- Ensure equal opportunities for all
- Model and nurture good social, physical and spiritual development
- To celebrate achievement in all areas
- Ensure Governors are committed and involved in the life of the Federation
- Liaise effectively with parents, guardians, carers and the wider community
- Foster an awareness of and respect for the environment