

Stanton Drew & Pensford Preschool & Forest Club

Missing child policy

If a child goes missing from the setting:

- The person in charge 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

If a child goes missing from our outdoor area or an outing where parents are not attending and responsible for their own child, the setting ensures:

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure no other child has gone astray
- One member of staff searches the immediate vicinity but does not search beyond that
- The person in charge is informed if she is not on the outing and makes her way to the setting or outing venue to aid the search and be the point of contact for the police as well as support staff
- Staff take the remaining children back to the setting
- The person in charge of the setting contacts the child's parents who make their way to the setting or venue as agreed with the person in charge
- The staff contact the police using the preschool mobile phone and report the child 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 person in charge contacts the chairperson of the management committee who comes to the setting as soon as possible.

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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 writes an incident report detailing:

- the date and time of the report
- 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; and
- the time it is estimated 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 cooperate fully. In this case, the police will handle all aspects of the investigation, including interviewing the 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.

These policies and procedures were adopted at a Committee meeting of Stanton Drew and Pensford Pre-school

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Held on (date)	
Date to be reviewed (date)	April 2024
Signed on behalf of the committee	
Name & role of signatory	
Signed on behalf of the pre-school	Melissa Diaz
Name & role of signatory	Melissa Diaz - Preschool Leader

Monitoring and reviewing

This policy will be reviewed annually.