



Missing Child Policy

Our pre-school has the highest regard for the safety of the children in its care and we will do all in our power to look after and supervise them.

We aim to ensure that every attempt is made to ensure the security of children is maintained at all times.

Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff take periodic head counts, in addition to our registration procedures. In the unlikely event that a member of staff cannot account for a child's whereabouts during a session, the following procedure will be activated.

- The member of staff in question will inform both the Manager and the rest of the staff that the child is missing and a thorough search of the entire premises will commence.
- The Manager will nominate a member of staff to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the pre-school.
- The Manager will talk to staff to establish when and where the child was last seen.
- If out of the building, on a walk or in the school playground/field, a member of staff would go back to the classroom and grounds to check there.
If on an outing, a member of staff would check the immediate area and notify local site manager if applicable.
The staff will be careful not to create an atmosphere of panic and ensure that the other children remain safe and adequately supervised.
- The register will be checked to ensure that no other child has also gone astray.
- Doors and gates will be checked to see if there has been a breach of security whereby a child could wander off.
- If after 10 minutes of thorough searching, the child is still missing, the Manager will inform the Police (using 999) and then the child's parent/carer.
- While waiting for the Police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at pre-school.
- The Manager will be responsible for meeting the Police and the parent/carer, and do all they can to comfort and reassure the parent/carer.
- The Manager will contact the Chairperson of the Committee as soon as possible to notify them.
- Once the incident is resolved, the Manager and the staff will review relevant policies and procedures and implement any necessary changes.
- All incidents of children going missing will be recorded on an incident form. The Manager or Chairperson will take written statements from all members of staff present at the time which will include:
The date and time of the report
What staff/children were present

When the child was last seen

What has taken place since then

The estimated time the child was missing for.

However, if the incident warrants a Police investigation, they 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.

- In cases where either the Police or Social Services have been informed, OFSTED will also be notified as soon as it is practical (but within 14 days).

This policy was adopted at a meeting of Trustees held on

And was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-school(Chairperson)