



Missing Child Policy

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/the relevant member of staff alerts our setting manager.
- The register is checked to make sure no other child has also gone astray.
- Our manager will carry out a thorough search of the building and garden, completing Appendix 2.
- 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, our 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.
- Our manager talks to our staff to find out when and where the child was last seen and records this.
- Our manager contacts our chair and reports the incident. Our chair comes to the provision immediately to carry out an investigation.

Record Keeping

- Start to build up a record of the event as soon as an adult has time to do so. This is important even if the child is found safe within a few minutes. Use the Missing Pupil Incident Form to record on (Appendix 1). A copy of which will always be kept in a plastic folder on display board in the pre-school office.

Child going missing on an outing

This describes what to do when our staff have taken a small group on an outing, leaving our manager and/or other staff back in our setting premises. If our manager has accompanied children on the outing, or for a sole childminder, the procedures are adjusted accordingly. What to do when a child goes missing from a whole group 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, 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.
- Our senior staff member on the outing contacts the police and reports that child as missing.
- Our manager is contacted immediately (if not on the outing) and the incident is recorded.
- Our manager contacts the parent(s).
- Our 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 our 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.
- Our manager contacts our chair and reports the incident. Our chair comes to our premises immediately to carry out an investigation.
- Our 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 – 0300 1234 1231.
- Our chair, carries out a full investigation, taking written statements from all our staff and volunteers who were present and completing the record form in Appendix 3.
- Our manager, together with a representative of our management team 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 and a thorough review of the incident recorded in Appendix 4 with any required changes to policy, procedure and practice identified and disseminated.
- 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 – **0300 123 1231**
- The insurance provider is informed – PLA **0207 697 2585**

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.
- Our staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- They may be the understandable target of parental anger and they may be afraid. Our manager ensures that any staff under investigation are not only fairly treated, but receive support while feeling vulnerable.
- The parents will feel angry, and fraught. They may want to blame our staff and may single out one staff member over others; they may direct their anger at our manager. When dealing with a distraught and angry parent, there should always be two members of staff one of whom is our manager and the other should be our [chair or another representative of the management committee. No matter how understandable the parent's anger may be, aggression or threats against our staff are not tolerated, and the police should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. Our 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.
- In accordance with the severity of the final outcome, our staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. Our chair will use their discretion to decide what action to take.
- Our staff must not discuss any missing child incident with the press without taking advice from Shropshire Council Early Years Team or the Pre-School Learning Alliance.

This policy was adopted by:	Signature: <i>Ryan Foulkes</i>
WISTANSTOW UNDER FIVES	Position: MANAGER
Date Policy Adopted: 04.07.18	Date: 09.07.18
Next Review Date Due: September 2019	Signature: <i>Emma Hadwin</i>
	Position: CHAIRPERSON
	Date: 09.07.18

Appendix 1.

Missing Pupil Procedures

Incident Form

Please print all information

Date	
Name of Child	
Age	
Address	
Main Contact Telephone Number	
Mobile Contact Number	
Emergency Contact Number	
Person reporting the child as missing	
Time that child was first missed	
Place where child was last seen	
Apparent reason for disappearance, if known:	
Time Search Area Checklist Started	
People involved in the search	
Name and contact number of a responsible adult at the incident site?	
Time the police were informed	
Time that police arrived on site	
Time that Chair of Pre-School informed	
Time that any other Agencies informed (& which agencies)	
Time that any other agencies arrived on site (& which agencies)	
Day/Time that Ofsted was informed - 0300 123 1231	
Day/Time that a report was made under RIDDOR to the HSE.	
OUTCOME	
Pupil found by	
Date and time	
Full details of location	
Visual assessment of child's health & mental state	
Signed off by:	
Dated	

Appendix 2.
Missing Child Procedures
Search Record for missing child in school

Area	Searched By	Tick When Completed
Pre-School office		
Entrance Hall		
Area outside Pre-School front entrance		
Car Park		
Driveway down to Pre-School		
Disabled Toilet		
Cleaner's Cupboard (should be locked)		
Resources Cupboard		
Kitchen area (Should have door shut & locked)		
Toilets		
Main activity area		
Outside Canopy		
Sailing boat sand pit		
Resource Shed		
Area between Church Wall & Pre-School building		
Under climbing frame		
Doorway to school house		
Small resource shed		
Planters		
Mud Kitchen area		
Summer House		
WISTANSTOW SCHOOL		
Resource sheds		
Under picnic benches		
Main playground		
Climbing area		
Under Reception Outside area		
School Hall		
Rec/Y1/Y2 Classroom		
Y3/4 Classroom		
Y5/6 Classroom		
Staffroom		
Office Area		
MAIN ROAD		
Outside front of school, line of sight up & down road		
CHURCH		
Grass around Church		
Church Yard		
Village Shop		
Allotments		
Up Path towards Village Hall		

Appendix 3.
Report Write Up On A Missing Child Incident

Child's Name :			
Child's DOB :			
Male/Female :	Ethnic Origin :	Disability Y/N :	Religion :
Date and time of incident :			
Names of staff involved in incident:			
Number of children in group/class that staff were responsible for at time of incident:			
When and where was the child last seen:			
If on an outing, what was the purpose of the outing:			
What appeared to have happened :			
How long was the child missing?			
What happened once the child was reported missing?			
What lessons have been learned? How do procedures need to be amended?			
Your name :			
Your signature :			
Your position in school :			
Date and time of this recording :			
Follow up action by Manager or Management Committee:			

Follow Up On A Missing Child Incident

Appendix 4.

Child
Reason for becoming missing (run away, separated from group etc...)
Support or counselling required/implemented
Any pre-school procedures adapted as a result of incident in relation to child involved
Parents of Child Involved
Support or counselling required/implemented
Reassure through sharing relevant information(ie. Report of incident, changes to policy)
External Agency Involvement
Identify any external agency involvement. Who, when, why & for how long.
Any requirements/improvements noted by external agencies
Staff
Support or counselling required/implemented
Any pre-school procedures adapted as a result of incident in relation to child involved
Other Children/Whole Pre-School
Support or counselling required/implemented
Any school procedures adapted as a result of incident in relation to child involved
Parents
Reassure with relevant information regarding any adaptation to school procedures