



Triangle Pre-School

Wesley Methodist Church Hall, Fromond Road, Winchester, Hampshire, SO22 6EG

Telephone 01962 880988

Registered Charity Number: 1033953

Missing Child Policy

Policy Statement

Children's safety is our highest priority both on and off the premises. Every attempt is made through carrying out the entrance/exit procedure and outings procedures 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 has been noticed that a child is missing the key person/member of staff alerts the Manager/Acting Manager.
- The Manager / Acting Manager calls the police and reports the child as missing and then calls the parent.
- The Manager / Acting Manager will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Manager/Acting Manager talks to the staff to find out when and where the child was last seen and records this.
- The Manager / Acting Manager contacts the Chair and reports the incident. The Chair comes to the setting and carries out an investigation with the Manager/ Acting Manager.

CHILD GOING MISSING ON AN OUTING:

This describes what happens when staff have taken a small group on an outing leaving the Manager /Acting Manager/and/or other staff back in the setting. If the Manager has accompanied the Children on the procedures are adjusted accordingly.

(What to do when a child goes missing from a whole school setting outing will be a little different as parents normally attend and are responsible for their own child).

- As soon as it is noticed that a child is missing staff on the outing ask the children to stand with their designated member of staff and carries out a head count to ensure that no other child has gone astray. One staff member searches the immediate vicinity but not beyond that.
- The Manager / Acting Manager (if not on the outing) is contacted immediately and the incident is recorded.
- The Manager / Acting Manager contacts the Police and records the child as missing.
- The Manager / Acting Manager contacts the parents



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- Staff take the remaining children back to the setting.
- In an indoor venue the staff contact the venues security who will handle the search and contact the Police if the child is not found.
- The Manager / Acting Manager contacts the Chair and reports the incident. The Chair comes to the setting immediately to carry out an investigation with the Manager.
- The Manager / Acting Manager or member of staff may be advised by the Police to stay at the venue until they arrive.

THE INVESTIGATION:

- Staff keep calm and do not let the other children become anxious or worried.
- The Manager / Acting Manager and Chair speak to the parents.
- The Chair will undertake a full investigation taking written statements from all the staff in the room who were on the outing.
- The key person and Manager writes an incident report detailing:
 - The date and time of report.
 - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
 - When the child was last seen in the group/outing.
 - What has taken place in the group/outing since the child went missing.
 - 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.
 - Children's services maybe involved if it seems as there might be a safeguarding children issue to address.
 - The incident is reported under RIDDOR arrangements (see Reporting of Accidents and Incidents Policy); the local authority Health and Safety Officer may want to investigate and will decide whether there is a case for prosecution.
 - In the event of disciplinary action needing to be taken OFSTED is informed.
 - The insurance provider is informed.



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MANAGING PEOPLE:

- Missing child incidents are worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff, especially the staff member responsible for the child when he/she went missing will be worried. They may blame themselves and their feeling of anxiety and stress will rise as the length of time the child is missing increases.
- Staff maybe the understandable target of parental anger and they maybe afraid. Managers need to ensure that staff under investigation are not only fairly treated but require support when feeling vulnerable.
- The parents will feel angry and fraught. They may want to blame staff. When dealing with a distraught and angry parent there should always be two members of staff, one who is the Manager / Acting Manager and the other should be the Chair of the Management Committee or her nominated representative. No matter how understandable the parents anger is, aggression or threats against staff should not be tolerated and the Police should be called.
- The other children will be sensitive to what is happening and maybe worried. The remaining staff caring for them need to be focussed on their needs and should not discuss the incident in front of them.
- In accordance with the severity of the final outcome staff may need counselling or support. The Chair will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

This policy was adopted at a meeting of Triangle Pre--School held on:

.....4th January 2021

Date to be reviewed: January 2023

Signed on behalf of the Management committee:

Name of Signatory:

Role of Signatory: