

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures to safeguard children.



Missing Child

Policy Statement

Children's safety is maintained as the highest priority at all times, both on and off premises. Every attempt is made through carrying out the outings procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. Every care is taken to ensure that the children are accounted for at all times. They are registered at the beginning of the morning and afternoon session.

In the unlikely event of a child going missing, our missing child procedure is followed.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.4 The wider context	

Procedures

Reducing the risk of children going missing

- We ensure that our premises – both inside and outside are secure. We carry out daily checks of the learning environment.
- All gates and entry/exit doors are fitted with appropriate locks and security devices placed at such a height as to ensure that children do not have unauthorised access, in order to ensure that children do not leave the premises unsupervised and intruders are unable to gain access.
- All children will be signed into and out of the setting, including times, by their parent/carer on the daily register sheet.
- A register is taken on arrival and again for the afternoon session.
- All visitors are asked to sign the Visitors Book in the foyer.
- Ratios are always maintained so that children are adequately supervised.

Child goes missing on the premises

- As soon as it is noticed that a child is missing the key person/staff alerts the Pre-School Manager.
- The Pre-School Manager ensures that the remaining children are secure and supervised and will carry out a thorough search of the building and outside areas.
- 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.
- 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.
- The Pre-School Manager talks to the staff to find out when and where the child was last seen and records this.
- The Pre-School Manager contacts the Trustees and reports the incident. The Trustees, with the Management, carries out an investigation and may come to the Pre-School immediately.

Child goes missing on an outing

This describes what to do when staff have taken a small group on an outing, leaving the Pre-School Manager and/or other staff back in the setting. If the Pre-School Manager has accompanied children on the outing, the procedures are adjusted accordingly.

What to do when a child goes missing from a whole Pre-School 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, staff on the outing ask children to stand with their designated person 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 Pre-School Manager is contacted immediately (if not on the outing) and the incident recorded.
- Our senior staff member on the outing contacts the police and reports that child as missing.
- The Pre-School Manager contacts the parent, who makes their way to the Pre-School or outing venue as agreed with the Pre-School Manager.
- Staff take the remaining children back to the setting.
- 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.
- 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 Pre-School Manager contacts the Trustees and reports the incident. The Trustees, with the Management Committee, carries out an investigation and may come to the Pre-School immediately.
- 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.
- Staff keep calm and do not let the other children become anxious or worried.
- The Pre-School Manager together with Trustee speaks with the parent(s).
- The Trustees and Management Committee carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- Our manager, together with our Manager/a representative of our management speaks with the parent(s) and explains the process of the investigation.
- The parent(s) may also raise a complaint with us or Ofsted.
- The key person/staff member writes an incident report detailing:
 - The date and time of the 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 or outing since the child went missing.
 - The time it is estimated that 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 staff co-operate fully. In this case, the police 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 the event of disciplinary action needing to be taken, Ofsted is informed.
- 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 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.
- Staff may be the understandable target of parental anger and they may be afraid. The Pre-School Manager needs to ensure that 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 staff and may single out one staff member over others; they may direct their anger at the Pre-School Manager. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the Pre-School Manager and the other should be a Trustee of the Management Committee or Representative. No matter how understandable the parent's anger may be, aggression or threats against 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. 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.

- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The Trustee 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 Langham Pre-School held on 1st June 2020

Signed on behalf of the Management:-

----- **Trustee Faye Mallett** Date 01/06/2020

----- **Manager Maria Bukovenczki** Date 01/06/2020

Date to be reviewed: **May 2021**