



### **34. MISSING CHILD PROCEDURE**

Action in case of missing child from an outing and the unlikely event that a child becomes separated from the group:

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with a designated person and carry out a headcount to ensure no other child has gone astray. One staff member searches the immediate vicinity.
- The staff contact the police using the mobile phone and report the child as missing.
- The supervisor is informed, and if she is not on the outing will make her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff will take the remaining children back to the setting.
- The supervisor contacts the child's parent(s) who should make their way to the venue.
- The supervisor contacts the chairperson of the management committee who will come down to the venue as soon as possible.
- Continue with the search until a satisfactory outcome is achieved.

Action in the unlikely event that a child is missing from the setting:

- The register will be taken to identify the missing child.
- The supervisor will allocate duties to the staff to a) entertain those children present b) execute a thorough search of the immediate vicinity, with the assistance of any volunteers/helpers present.
- If a child is definitely missing, the supervisor will contact the police and the child's parents immediately (asking the parent to bring a recent photograph of the missing child).
- Inform committee chair at earliest opportunity.
- Continue with the search until a satisfactory outcome is achieved.

The Investigation

- The management committee chairperson will carry out a full investigation, taking written statements from all the staff present at the time, including parents/carers/ helpers or volunteers, who were present on the outing. The supervisor will write an incident report detailing
  - The date and time of the report
  - What staff/children were on the outing, including parents/carers/ helpers and volunteers
  - When the child was last seen in the pre-school/outing
  - What has taken place in the pre-school/outing since
  - The time it is estimated the child went missing

- A conclusion will be drawn as to how the breach of security happened. If the incident warrants a police investigation, all staff will co-operate fully. In this case, the police will handle all aspects of the investigation including interviewing staff. Social Services may become involved if it seems likely that there is a child protection issue to address. The incident will be reported under RIDDOR arrangements and is recorded in the incident book. OFSTED will be informed. The Insurance Department at Towergate is informed.

Date Prepared	Reviewed	Next Review
November 2017		November 2018

Chair of the Committee's signature: .....

Supervisor's signature: .....

Deputy's signature: .....

Date: .....