

# *Tiggers Nursery*

## *Missing Child*

### *Policy*

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Name of person carrying out assessment: *Natasha Green*

Date reviewed: *September 2017*

To be reviewed: *October 2018*

## **Missing child Policy**

Even when all precautions are properly observed, emergencies can still arise. Members of staff are expected to undertake periodic headcounts both inside the school and during outdoor activities. If for any reason a member of staff cannot account for a child's whereabouts during a session at the school, the following procedure will be activated;

- The person in charge will carry out a thorough search of the building and garden/ area.
- 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/away.
- The person in charge talks to staff to establish what happened
- If the child is not found, the parent is contacted and the missing child is reported to the police. If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.
- 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 searches the immediate vicinity but does not search beyond that.
- The person in charge is informed, if she is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to the setting.
- The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
- The staff contact the police using the mobile phone and report the child as missing.
- 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 Head will carry out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/staff writes an incident report detailing: the date and time of the incident - what staff/children were in the group/outing - when the child was last seen in the group/outing - what has taken place in the group/outing since then- 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. Social Services may be, involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the, local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- Ofsted will be informed.