

ST JAMES' CHURCH PRESCHOOL - MISSING CHILD PROCEDURES

If a child goes missing from the setting:

- Doors and gates will be checked to see if there has been a breach of security enabling a child to wander out
- The supervisor for the session will search the building and grounds thoroughly
- The register will be checked to make sure no other child is also missing
- The supervisor talks to staff (and other children) to establish what has happened.
- If the child is not found, the parent/carer is contacted and the missing child is reported to the police
- The Registered Person will be informed

If a child goes missing from an outing (where parents are not present and responsible for their own child):

- Staff will carry out a headcount to ensure that no other child has gone astray and, if necessary, check the register or list of children.
- The Supervisor talks to staff (and other children) to establish where the child was last seen. If parents/helpers are present, they are also involved in the investigation.
- The other Supervisor/Deputy and/or venue staff will carry out an appropriate search. Staff will contact the police using a mobile phone and report the child missing if the children is not found quickly
- If the venue has it's own security (an indoor venue), staff will contact them to handle the search and contact the police if the child is not found within a reasonable amount of time
- The Supervisor will contact the child's parent/carer and arrange to meet them at the venue or at the setting
- Staff will take the rest of the children back to the setting

- The Supervisor will contact the Registered Person who will attend the setting as soon as possible

The Investigation

The Registered Person will carry out a full investigation, taking statements from all staff and parents/helpers present at the time.

The Supervisor/staff will write an incident report detailing:

- Date and time of report
- Which staff and children were in the group or on the outing
- When the child was last seen in the group/on the outing
- What has taken place since then
- The estimated time that the child went missing

A conclusion is drawn as to how the breach of security happened.

If the incident warrants a police investigation, staff will co-operate fully. In this case, 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 will be reported under RIDDOR arrangements and will be 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 and 'Ecclesiastical' insurance will be informed.