

Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF
 Ofsted URN:
 Charity Number: 1162991

Missing Child Policy

Policy Statement

Children's safety is maintained to the highest priority at all times both on and off the 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. In the unlikely event that a child goes missing W.I.S.P.S Missing Child procedure is followed.

EYFS Key Themes and Commitments

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

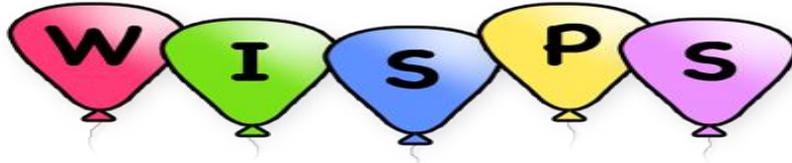
Procedures

Child goes missing

- As soon as it is noticed that a child is missing the Key-Person/employees will alert the Setting Manager: **Toni Nocella**.
- The Setting Manager will carry out a thorough search of the building and garden.
- The register will be checked to see if there has been a breach of security whereby a child could wander out.
- If a child is not found, the parent/carer is contacted and the missing child reported to the police.
- The Setting Manager will investigate when and where the, child was last seen, and record their findings.
- The Setting Manager will contact the Trustees to report the incident. The Trustees will carry out an investigation and will attend the pre-school immediately.

Child goes missing on an outing

This describes what to do when employees have taken children on an outing, leaving the Pre-School and/or other employees at the pre-school. If the Setting Manager has accompanied children on the outing, the procedures are adjusted accordingly.



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF
Ofsted URN:

Charity Number: 1162991

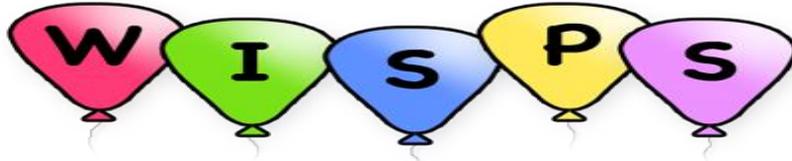
What to do when a child goes missing from a whole setting outing may be a little different as parents usually attend and are responsible for their own child/ren.

- As soon as it is noticed that a child is missing, employees 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 employee immediately searches the vicinity but does not search beyond that.
- The Setting Manager is contacted immediately and the incident reported.
- The Setting Manager contacts the police and reports the child missing.
- The Setting Manager contacts the child's parents/carer, who makes their way to the pre-school or outing venue as agreed with the manager. The Pre-School is advised as the best place, as by the time the parent arrives, the missing child may have been found.
- Employees will return to the pre-school with the children.
- In an indoor venue, the employees will contact the venue security, who will handle the search and contact the police if the child is not found.
- The Setting Manager will contact the Trustees and report the incident. The Trustees will carry out an investigation and if necessary attend the pre-school immediately.
- The Setting Manager or designated employee may be advised by the police to remain at the venue until they arrive.

The investigation

All employees, volunteers and students are to remain calm and try not to let the other children become anxious or worried.

- The Setting Manager together with the Trustees representative will speak with the parents/carers.
- The trustees will carry out a full investigation taking written statements from all the employees who were present.
- The Key-Person/employees will write a report detailing:
 - The date and time of the report
 - Which employees/children were present at the time
 - The designated employee responsible for the missing child
 - When the child was last seen with the group
 - Events happening since the child went missing
 - The estimated time the child went missing
- A conclusion is drawn as to how the breach of security happened.



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

- If the incident warrants a police investigation, all employees are to co-operate fully. In this case, the police will handle all aspects of the investigation, including, interviewing employees. Children's Social Care may be involved if it seems likely that there is a Child Protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents Policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- 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 and keep everybody as calm as possible.

- The employees will feel worried about the child, especially the Key-Person and/or the designated employee responsible for the safety of the child for the outing. They blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Employees may be the target of understandable parental anger and they may be afraid. Setting Managers must ensure that employees under investigation are not only treated fairly but receive support whilst feeling vulnerable.
- Parents/carers will feel angry and fraught. They may want to blame employees and may single out one employee over others; they may direct their anger at the Setting Manager. When dealing with a distraught and angry parent/carer, there should always be two employees, one of whom should be the Setting Manager and the other should be the Trustees representative. No matter how understandable the parents' anger may be, aggression or threats against employees will not be 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 employees caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer the children's questions honestly whilst reassuring them.
- In accordance with the severity of the final outcome, employees may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The Trustees will use their discretion to decide what action to take.
- Employees must not discuss any missing child incident with the media; this will be handled by the Setting Manager and the Trustees.