



Brighton Road Baptist Church Playschool

Safeguarding children

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

Procedures

Child going missing on the premises

- As soon as it is noticed that a child is missing the Supervisor in session and the manager are informed.
- The Supervisor will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has also gone astray.
- Exits are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is not found, the parent is contacted and the missing child is reported to the police.
- The Manager talks to the staff to find out when and where the child was last seen and records this.
- The Manager contacts the chairperson and reports the incident.

Child going missing on an outing

This describes what to do when staff have taken a small group on an outing, leaving other staff back in the setting. If the Supervisor/Manager has accompanied children on the outing, the procedures are adjusted accordingly. 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. If the Manager can't be contacted the most senior member of staff available will take on their role.

- 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 Manager is contacted immediately and the incident is reported.
- The Manager contacts the police and reports the child as missing.
- The Manager contacts the parent, who makes their way to the setting or outing venue as agreed.
- Staff take the remaining children back to the setting.
- 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 Manager contacts the chairperson and reports the incident. The chairperson, with the management committee, carries out an investigation. The Chair should come to the setting.
- The Manager may be advised by the police to stay at the venue until they arrive.

The investigation

- Staff keep calm and do not let the other children become anxious or worried.
- The Manager and Chairperson, or a trustee, speaks with the parent(s).
- The Chairperson and trustees carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The trip leader 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.

