



Avoncroft Pre-School Nursery

1.5 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 key person/staff alerts the partner / owner.
- The partner / owner and staff carry out a thorough search of the building and garden.
- The partner / owner call the police and report's the child as missing and then calls the parent.
- 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.
- The partner / owner talks to the staff to find out when and where the child was last seen and records this.
- The partner / owner immediately carry out an investigation.

Child going missing on an outing

This describes what to do when our staff have taken a small group on an outing, leaving our manager and/or other staff back in our setting premises. If our manager has accompanied children on the outing, the procedures are adjusted accordingly. What to do when a child goes missing from a whole group outing may be a little different, as parents usually attend and are responsible for their own child.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated carer 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 partner / owner is contacted immediately (if not on the outing) and the incident recorded.
- The partner / owner contact the police and report the child as missing.
- The partner / owner contact the parent, who makes their way to the setting.
- Staff take the remaining children back to the setting.

- **According to the advice of the police, a senior member of staff, or our manager where applicable, should remain at the site where the child went missing and wait for the police to arrive.**
- **A recent photo and a description of what the child is wearing is given to the police.**
- **Our partner / Owner comes to our premises immediately to carry out an investigation.**
- **Our staff keep calm and do not let the other children become anxious or worried.**

- In an indoor venue, the staff contacts the venue's security who will handle the search and contact the police if the child is not found.
- The partner / owner reports the incident and carry out an investigation.
- The partner / owner or a member of staff may be advised by the police to stay at the venue until they arrive.