



MISSING CHILD POLICY

St George's Pre-School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Staff Responsible:	Pre-School Manager
Date of Review:	September 2018
Date of Next Review:	September 2019

VERSION CONTROL

Date	Change
September 2018	Unchanged policy moved to new format

Contents

1. Principles of this Policy	4
2. Aims of the Policy	4
3. Current Practice	4
4. Procedure if a child goes missing on the premises	5
5. Procedure if a child goes missing on an outing	5
6. Success Criteria	6
7. Useful Numbers	6
8. Links to other policies	6

At Connect Schools Academy Trust we are committed to safeguarding. Our health and safety policies and procedures are regularly updated and reviewed to ensure children's safety is paramount at all times.

The principles underpinning this policy are:

- Children's safety is of the highest priority both on and off the premises.
- Through implementation of the settings outing procedures and exit/entrance procedure every attempt is made to ensure the security of children is maintained at all times.
- Missing child incidents are very worrying for all concerned; through following the correct procedures the well-being of children, staff and parents will all be kept high.

The aims of this policy are to ensure that:

- staff have clear guidance of procedures to follow in the unlikely event of a child going missing
- parents clearly understand the procedure involved if their child was to go missing
- a lost child would be found quickly with minimal distress to the child, other children in the setting staff and parents.
- to minimise the risk of a child going missing whilst on the premises or during an outing
- children's specific needs are taken into account before they join the setting to ensure provision is planned to meet their requirements.

Current practice ensures that:

- As agreed in our staffing policy, our ratios are always kept at 1:4 for 2 year olds and 1:8 for 3 and 4 year olds. These high ratios mean that children are always within sight and/or hearing of an adult in the setting.
- If a child has particular needs and may be at risk of trying to leave the premises this is discussed in a meeting with the child's parents and keyworker prior to their start at the setting.
- Adaptions are made after this meeting to ensure the child will be kept safe and their needs are provided for.
- The setting follows strict entrance and exit procedures. Systems are in place for the safe arrival and departure of children.
- Children's arrivals and departures are recorded.
- The arrival and departure of adults – staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.

Procedure if a child goes missing on the premises.

In the unlikely event of a child going missing on the premises staff would:

- Alert the setting manager
- Children will be gathered in one place and the register checked to make sure all other children are accounted for
- The setting manager would carry out a thorough inspection of the building and outdoor area
- Doors and gates would be checked by staff to see if there had been a breach in security
- If the child is not found the setting manager would call the police immediately and report the child as missing. If it is suspected that the child may have been abducted the police are informed of this.
- The child's parents would be informed.
- A recent photo and a note of what the child was wearing is given to the police.
- The setting manager would discuss with staff where the child was last seen.
- The setting manager would contact the Trust Lead or Head Teacher and report the incident
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- Staff will maintain as normal a routine as possible for the rest of the children at the pre-school.
- The pre-school manager will liaise with the police and the child's parent or carer.

Procedure if a child goes missing on an outing

- When children are taken off the premises for an outing there is an adult to child ratio of 1:2.
- Before an outing a risk assessment is completed to ensure children will not go missing.
- All members of staff and volunteers on the outing read and sign the risk assessment to ensure they recognise how to keep children safe off the premises.
- As soon as it is noticed that a child is missing staff members would ask children to stand with their designated adult and a register would be carried out to ensure no other children have gone astray.
- One staff member searches the immediate vicinity
- The senior staff member on the outing contacts the police and reports the child as missing.
- If not on the outing the setting manager is contacted immediately
- The setting manager contacts the parents
- If appropriate the staff take the remaining children back to the setting as soon as possible.
- According to the advice of the police, a senior member of staff, or the setting manager 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
- The setting manager contacts the trust and reports the incident

- The staff keep calm and do not let the other children become anxious or worried.

Incidents will be recorded in the Incident Log and a review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

We will have been successful when:

- staff are clear of the procedures to follow in the unlikely event of a child going missing
- parents clearly understand the procedure involved if their child was to go missing
- lost children are found quickly with minimal distress to the child, other children in the setting staff and parents.
- the risk of children going missing on the premises or on an outing is minimal
- the provision for children with specific needs is planned accordingly to ensure they will not leave the premises.

Useful numbers:

Police: 101/999

Social care: 0300 303 8671

Links to other policies

Safeguarding

Confidentiality

Health and Safety

Data Protection

Staffing Policy