

LOST CHILD POLICY.

Please also refer to safeguarding, outings and emergency preparedness and lockdown policy

Aim

We aim to ensure that every attempt is made, through carrying out the outings procedure & 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.

The remaining children will be locked in as per our emergency procedures whilst the following is done:

- The supervisor will carry out a thorough search of the building and outdoor area.
- The register is checked to make sure that no other child has gone astray.
- Door and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The supervisor talks to staff to establish what has happened.
- If the child is not found within 15 minutes the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that the following procedure is followed:

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 member of staff searches the immediate vicinity but does not search beyond that.

The Supervisor is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.

Staff take the remaining children back to the setting.

The supervisor contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.

The staff contact the police using the playgroup mobile phone and report the child as missing.

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 supervisor contacts the chairperson of the committee who comes down to the setting as soon as possible.

The Investigation

- The committee chairperson carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/staff writes a report detailing:
 - the date and time of the report;
 - what staff/children were in the group/outing;
 - when the child was last seen in the group/outing;
 - what has taken place in the group/outing since then; and
 - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co operate fully. In this case, the 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 is reported under RIDDOR arrangements and is 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 the insurance company are informed.

Box Pre-School Playgroup
Lost Child Policy