

## Out There Early Years Missing Child Policy and Procedure

### **Aim**

To ensure that there is a clear procedure which is understood and implemented effectively by all staff  
To enable a missing child to be located as quickly as possible, minimising risk to the child as a result.

### **Policy**

Children's safety is maintained as the highest priority at all times both on and off the premises. This occurs through robust arrival and departure procedures, secure premises, regular head counts, and appropriate supervision levels, talking to children about how to keep themselves safe and positive relationship building to enable children to come to staff with concerns if they are upset.

If for any reason a worker cannot account for a child's whereabouts then following procedure will be used:

### **Procedure**

If a child is missing from the premises

- If a staff member believes a child is missing, then they will inform the senior worker immediately. The senior worker will then call the emergency whistle and make a check of all the children present to confirm who is missing.
- The senior worker will organise a check of all exit doors, outside area, rooms, cupboards and possible hiding places. This check will be carried out quickly and calmly and without panicking the other children.
- The other children will be kept together with an appropriate worker while the check is being carried out.
- If the search is unsuccessful and the child is still missing, the senior worker must contact the police on 999 and the parent/carer of the missing child. This contact will take place as soon as the search has been concluded, and must take place within 5 minutes.
- The police will be given the following information:
- The name of the worker

- The address of the setting
  - What has happened
  - Child's name, age and address
  - Time of incident
  - Any further supportive information e.g. if the child has any medical or additional needs, what the child was wearing and any distinguishing features.
- The search for the child will continue after calling the police.
- An Incident Form will be completed and parent's informed whenever a child has been missing; whether for a few minutes and then located, or if the search has been unsuccessful and police have been called.
- The senior worker will decide whether Ofsted need to be informed; Ofsted will always be informed if a child has left the premises.
- An investigation will take place considering how the incident occurred and any learning or changes to make for the future.

Off the premises e.g. at the Forest School Site, Allotment or Other

- If a staff member believes a child is missing, then they will inform the senior worker immediately. The senior worker will then use the emergency whistle to get all the chn and staff to return to the fire circle or other to make a check of all children present to confirm who is missing.
- The group should stay still and keep together. On confirming that a child is missing, one staff member searches the area or retraces their steps (to a pre-agreed distance, for no more than five minutes) to look for the child, whilst the other staff members stay with the children to ensure safe supervision of all children .
  - If the initial search is unsuccessful and the child is still missing, the senior worker will contact the police on 999, involve more staff members in the search (where possible) and contact the parent / carer of the missing child. This contact will take place as soon as the first initial search has been concluded, and must take place within 5 minutes.
- The police will be given the following information:

- Name of the worker.
  - Address of the venue and phone number of the worker.
  - What has happened?
  - Name, age and address of the child.
  - Time of incident.
- 
- Any further supportive information e.g.: if the child has any medical or additional needs, what the child was wearing and any distinguishing features.

We will continue the search after calling the police.

- An Incident Form will be completed and parent's informed whenever a child has been missing; whether for a few minutes and then located, or if the search has been unsuccessful and police have been called.
- The senior worker will decide whether Ofsted need to be informed.
- An investigation will take place considering how the incident occurred and any learning or changes to make for the future.

### **The investigation**

(see preschool learning alliance doc )

### **Managing People**

(see preschool learning alliance doc)

### **Known Risks**

In exceptional circumstances, where a child is known to be liable to run off the premises, or to go missing on trips, we will work within our Behaviour Management Policy to formulate an individual Behaviour Management Plan in partnership with the parent's/carers and child to explore the strategies and actions needed to reduce the risk of the child going missing. We will consider the benefits of the child's participation as part of this process.