

WRENTHORPE PRE-SCHOOL, EARLY BIRDS AND NIGHT OWLS



MISSING CHILD POLICY

Statement of principle

Children's safety is our highest priority, both on and off the premises. Every attempt is made; through carrying out the Outing's, Walk and Outdoor procedures to ensure the security of children is maintained at all times.

In the unlikely event of a child going missing the following procedure will be followed:

Our Procedure

- When a child is thought to be missing, the keyworker/staff alerts the deputy manager/manager
- The deputy manager will firstly check that all main exit doors are closed including doors which go into the main school building and then carry out a search of the pre-school classrooms, kitchen, toilets areas, cupboards and office whilst calling out the child's name constantly.
- If any external doors are open, the deputy manager will check the outdoor area whilst calling out the child's name.
- A keyworker will gather all other children together in a suitable area and check the register without alarming other children.
- Doors and gates will be checked to see if there is a breach of security. If this has happened then the deputy manager will search the immediate vicinity.
- If a child cannot be located then the Manager/Deputy Manager will inform the parents or another named contact, social services, police and Ofsted.
- If the child is located then the Manager/Deputy Manager will inform parents or other named contact immediately. Ofsted will also be informed.

The Investigation

- The manager will talk to the staff and find out when and where the child was last seen and a full written report of the incident will be made and discussed with the

Chairperson as soon as possible. The manager and Management Committee to make any necessary amendments to procedures following such an incident.

A Child Missing whilst on an Outing

- If a child goes missing while on the outing, children will stand with their designated adult and a head count is carried out to ensure no other child has gone astray. The register is checked if necessary.
- One staff member will search the immediate vicinity.
- If the child is not located then the manager is informed by phone of the incident who will then inform the parents or, if not available, another contact named on the application form and asked to make their way to the setting.
- Staff on the outing will contact the police on the mobile phone, and report the child as missing. If available, the manager of the venue will be informed and asked to help with the search.
- One member of staff will remain and the others will take the remaining children back to the setting.
- The manager will inform Ofsted and will keep parents informed of progress.
- The manager will inform the chairperson of the management committee as soon as possible, and keep them informed of progress.
- A full written report of the incident will be recorded in the incident log as soon as possible. This will be discussed with the manager and management committee at the earliest opportunity and any necessary amendments to procedures recorded.

Wrenthorpe Pre-School Parent Management Committee adopted this policy at its meeting:

Held on _____

Signed _____

Position _____

Date _____

Review Date _____