



Missing Child Policy

Walks

Scan immediate area for sign of the child.

Ask the children to sit together in a group and count them. One member of staff will leave the group and retrace the steps.

3min: If the child is not found within 3 minutes Phone Tick Tock (01584 871510) for help stating where you are and what direction you went. Available staff from Tick Tock will go and help with the search taking a mobile phone with them and help take escort the children back to Tick Tock.

10 min: Main school will be contacted after 10 minutes for assistance with the search. (01584 876061)

30 min: Emergency services and parents will be contacted after 30 minutes of searching.

If a child goes missing from the setting

Scan immediate area for sign of the child

The person in charge will carry out a thorough search of the building and garden.

Call the child's name.

The register is checked to make sure no other children have gone astray.

Doors are checked to see if there has been a breach of security whereby a child could wonder out.

Person in charge talks to staff, to establish what happened.

If the child is not found 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 taking responsibility for their own child, the setting ensures that there is a procedure to follow.

Outings

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 no other children are missing. One member of staff searches the immediate vicinity but does not search beyond that.

The person in charge is informed, if s/he is not on the outing s/he will make their way to the venue to aid the search and to be point of contact for the police as well as being support for staff.

Staff take the remaining children back to the setting.

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

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

In an indoor venue, the staff contact the venues security who will handle the search and contact the police if the child is not found.

Investigation

A full investigation will take place

The key person/staff writes an incident report detailing:

The date and time of the report

What staff and children were on the outing?

The name of the venue

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 into how the breach of security happened.

Report shared with parents.

If the incident warrants a police investigation all staff will 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.

Report to Ofsted: <https://www.gov.uk/guidance/report-a-serious-childcare-incident>. Phone number: 0300 1231231

Statutory Framework for the Early Years Foundation Stage – September 2023