

Missing Child

Child going missing at the playgroup

As soon as it is noticed that a child is missing the key person/staff alerts a member of the management team.

A member of the management team and any other available staff will carry out a thorough search of the building and surrounding areas.

The register is checked to make sure no other child has also gone astray.

A manager talks to the staff to find out when and where the child was last seen and records this.

Doors and gates are checked to see if there has been a breach of security.

If the child is not found, the parent is contacted and the missing child is reported to the police.

Child going missing on an outing

As soon as it is noticed that a child is missing, children are asked to stand still and staff carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.

The member of staff in charge contacts the police and reports the child as missing.

The member of staff in charge contacts the parent.

Staff take the remaining children back to the setting.

Follow up to the incident

The chairperson of the committee will carry out a full investigation taking written statements from all the staff in the room or who were on the outing and speak to parents.

An incident report will be written detailing:

- The date and time of the incident.
- What staff/children were in the setting /outing and the name of the staff.
- When the child was last seen in the setting /outing.
- What has taken place in the setting or outing since the child went missing.

The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy).

Ofsted is informed.

The insurance provider is informed.

Confidentiality from staff and committee members is to be expected at all times.

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee	
Held on	19 th January 2022
Date to be reviewed	As and when necessary
Signed on behalf of the management committee	
Name of signatory	Sarah Toule
Role of signatory (e.g. chair/owner)	Chair