



## Safeguarding children, young people and vulnerable adults procedures

### CP9 Missing child

#### Policy statement

Children's safety is our highest priority, both on and off the premises. Every attempt is made, through the implementation of our outing's procedure and our exit/entrance procedure, to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, the setting's missing child procedure is followed.

#### Procedures

##### *Child going missing on the premises*

- As soon as it is noticed that a child is missing, the member of staff informs the designated person who initiates a search within the setting.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is found on-site, the designated person checks on the welfare of the child and investigates the circumstances of the incident.
- If the child is not found, one member of staff searches the immediate vicinity, if there is no sign of the child, the manager calls the police immediately and reports the child as missing. If it is suspected that the child may have been abducted, the police are informed of this.
- The parent(s) are then called and informed.
- A recent photo and/or a note of what the child is wearing is given to the police.
- The setting manager talks to the staff to find out when and where the child was last seen and records this.
- The setting manager contacts the designated officer (Chair) and reports the incident. The designated officer (Chair) comes to the provision immediately to carry out an investigation, [with our management team where appropriate].

### *Child going missing on an outing*

This describes what to do when staff have taken a small group on an outing, leaving the setting manager and/or other staff back in the setting. If the setting manager has accompanied children on the outing, the procedures are adjusted accordingly.

*(What to do when a child goes missing from a whole setting outing may be a little different, as parents usually attend and are responsible for their own child.)*

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated carer and 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.
- If the child is not found, the senior staff calls the police and reports the child as missing and then contacts the manager/designated person (if not on the outing).
- The setting manager or designated person contacts the parent(s).
- Staff take the remaining children back to the setting as soon as possible.
- Members of staff return the children to the setting as soon as possible if it is safe to do so. According to the advice of the police, one senior member of staff should remain at the site where the child went missing and wait for the police to arrive.
- A recent photo and/or a description of what the child is wearing is given to the police.
- The staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The manager/designated person contacts the designated officer (Chair) and reports the incident. The designated officer (Chair), with the management committee, carries out an investigation and may come to the setting immediately.
- Staff keep calm and do not let the other children become anxious or worried.

### *The investigation*

- Ofsted are informed as soon as possible (at least within 14 days) and kept up to date with the investigation.
- The designated officer (Chair) carries out a full investigation, taking written statements from all our staff and volunteers who were present.
- The designated person and the designated officer (Chair) speak with the parents together and explain the process of the investigation. The parent(s) may also raise a complaint with us or Ofsted.

- Each member of staff present writes an incident report using the Safeguarding incident reporting form, which is filed in the child's file, detailing:
  - The date and time of the incident.
  - Where the child went missing from e.g. the setting or an outing venue.
  - Which staff/children were in the premises/on the outing and the name of the staff member who was designated as responsible for the missing child.
  - When the child was last seen in the premises/or on the outing, including the time it is estimated that the child went missing.
  - What has taken place in the premises or on the outing since the child went missing.
  - The report is counter-signed by the senior member of staff and the date and time added.
- 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 and parents. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- In the event of disciplinary action needing to be taken, Ofsted are informed.
- The insurance provider is informed.

### *Managing people*

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. Setting leaders need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the setting manager. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the setting manager and the other should be the chairperson of the management committee or another trustee. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.

- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The chairperson will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

This policy was adopted at a meeting of

Little Fishes Pre-School

Held on

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20/9/11

Date to be reviewed

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Reviewed: Autumn 2022

Next Review: Autumn Term  
2023

Signed on behalf of the management  
committee

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Vicky Baker – Chair

Tracy Parkins - Manager

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