

Aclet Close Nursery School

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Missing Child

Policy statement

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

Procedures

Child going missing on the premises

- As soon as it is noticed that a child is missing, the key person/staff alerts the Head Teacher.
- The Head Teacher calls the police and reports the child as missing and then calls the parent. The Head Teacher will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has gone astray.
- Doors and gates are checked to see if there has been a breach in security whereby a child could wander out.
- The Head Teacher talks to the staff to find out when and where the child was last seen and records this.
- The Head Teacher contacts the Chair of Governors and reports the incident. The Chairperson carries out an investigation, with the leadership team where appropriate.

Child goes missing on an outing

This describes what to do when staff have taken a small group on an outing, leaving the Head Teacher and/or other staff back at the setting. If the Head Teacher 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 head count to ensure that no other child has gone astray. One staff member searches the immediate vicinity, but does not search beyond that.
- The Head Teacher is contacted immediately (if not on the outing) and the incident is recorded.
- The Head Teacher contacts the police and reports the child as missing.

- The Head Teacher contacts the parent, who makes their way to the setting/outing, if appropriate.
- Staff take the remaining children back to the setting.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The Head Teacher contacts the Chair of Governors and reports the incident. The Chair comes to the setting immediately to carry out an investigation, with the leadership team (where appropriate).
- The Head Teacher or member of staff may be advised by the police to stay at the venue until they arrive.

The investigation

- Staff keep calm and do not let the other children become anxious or worried.
- The Head Teacher, together with a representative of the leadership team, speaks with the parent(s).
- The Chair or Head Teacher carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The key person/staff member writes an incident report detailing:
 - The date and time of the report
 - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
 - When the child was last seen in the group/outing.
 - What has taken place in the group or outing since the child went missing?
 - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's social care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.

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 feel afraid. Setting leaders need to ensure that staff under investigation are not only fairly treated but also receive support whilst 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 Head Teacher.

When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the Head Teacher and the other should be the Chair of Governors. 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 Chair of Governors will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

Policy adopted: October 2019

Date reviewed: October 2020/October 2021/September 2022/December 2023

Date of next review: December 2024