



Humpty Dumpty Pre-school

St. John's Church hall, The Glebe, Felbridge, Surrey. RH19 2QT
Registered Charity: 1017357



Surrey County Council
Early Years Quality Improvement Award

Missing Child Policy

Aim

At Humpty Dumpty Pre-school the children's safety and welfare is paramount at all times and we continuously aim to maintain the safety of the children as our highest priority, both on and off the premises.

Every attempt is made, through the implementation of our settings procedures, to ensure the security of the children is maintained at all times. However in the unlikely event of a child going missing, we will ensure that the safety of all other persons on site is not compromised and follow the procedures as stated in this policy.

Procedure

As soon as it is noticed a child is missing the Pre-school Manager/Supervisor **must** be informed. All staff will be notified by the Manager/Supervisor and asked, depending on where they are deployed, to carry out an initial search of the hall and outside play area of the Pre-school premises to ensure the child is not hiding and there has not been a breach of the gates or doors.

If the child is then found within the premises the child will be checked for any injuries and the reason for hiding will be ascertained to assess the well-being of the child. The session will resume as normal.

If after an initial search, the child is not found, a member of staff (generally the child's Key person) will look outside of the Pre-school's premises while other staff gather the remaining children on the carpet and complete a head count. Children will remain on the carpet with staff until the missing child is found. The member of staff will always have a phone present so contact can be made with the Manager in the setting.

If the child is found close-by the member of staff will ensure there are no injuries and encourage the child back to the setting. If the child is injured or unwilling to return to the setting the member of staff will phone the setting informing the Manager of the situation. If staff ratios allow, (2 members of staff to remain in the setting at all times) another member of staff will go to assist with the child. If it is not possible for the child to be encouraged back to the setting or the child is injured, the Manager, at the setting, will contact the child's parents, the Chair, or if necessary, another member of the Committee. The Manager will continue to call the missing child's parents until they have been contacted. If necessary an ambulance will be called and the procedure for accidents and incidents followed, (See Accident and Incident Policy).

The member of staff will stay with the child reassuring them until further assistance arrives. A written record of the incident will be logged by the Manager and Ofsted and the child's parents (if not already contacted) will be informed.

The Manager will immediately after, evaluate the situation and update the risk assessment if necessary. All staff will be informed of the incident by way of an emergency staff meeting and then required to read and sign the updated risk assessment.

If the child is not found after 10 minutes the member of staff will return to the setting and the missing child will be reported to the police by calling 999. The Chair and parents, if not already contacted, will also be informed. If possible, other members of staff, with mobile

phones, will continue to look for the child. The remaining children in the setting will be allowed to continue play indoors only. Two members of staff will always remain at the setting with the other children.

When the police are called they will want information on:

- The setting (Address of where you are)
- The next of kin of the child
- A detailed description of the child, including age, sex, and what they were wearing
- The circumstances of the incident, including anything that may have triggered the disappearance, how long the child has been missing, where were they last seen, if the child was upset.
- Who is looking for the child, where are they, do they have a mobile phone with them, what is their number.

At this point the Manager will document the incident so far, including any conversations and advice from the police. Staff will continue with their search until advised otherwise by the police.

The Manager/Supervisor will remain at the setting to reassure staff and children and to liaise with the police. The Manager/Supervisor will continue to document the incident. Once the child has been found all persons involved with the incident will be informed immediately.

Ofsted will be informed initially by telephone followed by a full written account of the incident which must be submitted within 14 days. Under the Reporting Injuries, Diseases and Dangerous Occurrences Act (RIDDOR) it may also be necessary to inform the Health and Safety Executive (HSE), the Pre-school Learning Alliance, (Insurance) and the Multi-Agency Safeguarding Hub (MASH) if there is a child protection issue to address.

The insurance company, Pre-school Learning Alliance, will be contacted within 24 hours of the Pre-school receiving a police incident number.

A full risk assessment will be completed by the Manager after the incident focusing on staff deployment, security of the setting and the circumstances under which the child went missing. Staff supervision will take place after the incident where staff will be required to reflect and evaluate their own actions regarding the incident and how it could be prevented in future. In addition, future training may be required for staff.

Outings

If a child went missing while on an outing the procedure to be followed will be the same as in the setting. In most cases parents accompany their child on outings so parents will be able to help the designated person, usually the Manager/Supervisor, search the area for their child. If at a private venue, such as Ladyland Farm, assistance will be sought from the staff/personnel working on site.

The other children present will be kept in one group with their parents and staff and the register will be completed.

Even if parents are present the police will be called if the child is still missing after 10 minutes.

If parents were not present they would be contacted immediately either by the Manager/Supervisor or by a designated member of staff.

In the case of the police being called, the Manager/Supervisor will wait at the venue until the police arrive while the other children are taken back to the setting.

The incident will be fully recorded and the relevant authorities informed.

Although risk assessments of the site are always completed before an outing, a risk assessment regarding how the child went missing will be completed before returning to that particular site and will be taken into consideration on other outings.

This policy was adopted by Nikki Harris for Humpty Dumpty Pre-school on Tuesday 22nd September 2015. It was reviewed and updated on 5th August 2017.

Signed: (Chair) Date: