



Missing child

Safeguarding children

Policy statement

Children's safety is maintained as the highest priority at all times both on and off 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 setting leader is alerted.
- All the children are sat on the mat followed by a headcount.
- The setting leader will carry out a thorough search of the building and garden/outdoor play area..
- 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 not found after 10 minutes, the parent is contacted and the missing child is reported to the police.
- The setting leader talks to the staff to find out when and where the child was last seen and records this.
- Ofsted is then notified

Child going missing on an outing

This describes what to do when staff has taken a small group on an outing.

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 person 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.
- The setting leader contacts the police and reports the child as missing after 15 minutes
- The setting leader contacts the parent, who makes their way to the setting or outing venue as agreed with the setting leader
- Staff take the remaining children back to the setting.

- In an indoor venue, the staff contact the venue's security who will help handle the search, if the missing child is not found after 15 minutes, the setting leader contacts the police.

- The setting leader contacts Tracy Buhain or Barbara Slone and reports the incident, who will then come to the setting immediately and carry out a full investigation
- The setting leader, or designated staff member may be advised by the police to stay at the venue until they arrive.
- Ofsted is notified

Following an incident a full investigation will be carried out

- Staff keep calm and do not let the other children become anxious or worried.
- The setting leader speaks with the parent(s).
- Tracy Buhain and Barbara Slone, carries out a full investigation taking written statements from all the staff in the room or who were on the outing.

This Policy was adopted at a meeting of Beehive and Honeycomb Nursery 17th June 2013

Signed

Tracy Buhain

(Tracy Buhain) Director

Barbara Slone

(Barbara Slone) Director