

Naunton Park Pre-School Playgroup



Missing Child Policy

Statement of Intent

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.

Aim

In the unlikely event that a child is missing, we ensure that a search is made as soon as it is discovered that the child is missing. We will inform parents and the relevant authorities at the appropriate stage and maintain a high level of care towards the other children present at pre-school.

Procedure

Child going missing on the premises:

- As soon as it is noticed that a child is missing the key person/staff alerts the setting leader
- The setting leader will carry out a thorough search of the building and garden and inform the main school office for a search of the school premises to be carried out
- 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, 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.
- The setting leader contacts chairperson and reports the incident. The chairperson, with the management committee carries out an investigation and may come to the setting immediately.
- Activities for the remaining children will continue normally and staff not involved in the search will give them the proper attention

Child Going Missing On An Outing:

- 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 is contacted immediately and the incident is reported
- The setting leader contacts the police and reports the child as missing
- The setting leader contacts the parent, who makes their way to the setting or outing venue as agreed with the setting leader.
- Staff to take the remaining children back to the setting
- In an indoor venue, the staff should contact the venue’s security who will handle the search and contact the police if the child is not found.
- The setting leader contacts the chairperson and reports the incident. The chairperson, with the management committee carries out an investigation and may come to the setting immediately.
- The setting leader or designated staff member may be advised by the police to stay at the venue until they arrive

This policy was adopted at a meeting of Naunton Park Pre-School Playgroup

Held on

Signed on behalf of the playgroup.....

Office.....

To be reviewed	Reviewed by	Office	Signature	Date