



Missing Child Policy Naunton Park Pre-School Playgroup

To ensure all children are safe and present we carry out the following entrance and exit procedures daily:

- A register is taken every morning when the children enter the building.
- A headcount is carried out by two members of staff to check the number of children marked present on the register equals the number of children counted.
- Once number of children present is agreed by two members of staff, the number of children present is written on the whiteboard by the fire exit as a visible reminder to all staff of how many children are present.
- The gate and outside door are locked as soon as possible and by 9.15am at the latest.
- When children enter the building in the morning, a member of staff is on the outside door to ensure children remain safely in the building.
- A phone call is made to parent/carer of absent children enquiring reason for absence which is then noted on the register.
- When coming in to the building and closing the outdoor area (e.g. for lunch/ Music Man Visit/ Home time), children are counted indoors by two adults who check the number of children corresponds with the number marked on the whiteboard. One member of staff remains on the outside door until the number of children has been confirmed.
- Should a child leave early, the register and total on the whiteboard is changed accordingly and a note is made of the reason for leaving early.
- Messages about children leaving early or arriving late are written on the whiteboard by the front entrance.
- At the end of the day, the gate remains shut until 3.15pm and the outside door remains locked until 3.30pm on Tuesdays, Thursdays and Fridays (Pre-School days) and the gate remains locked until 2.55pm and the outside door remains locked until 3pm on Mondays and Wednesdays (Pre-pre school days.) . As soon as the last person leaves, the gate is locked.
- One member of staff is on the door and responsible for calling the name of the child as their parent/carer arrives to collect.
- Children are encouraged to remain seated and quiet to listen carefully for their name.
- All other staff members are present to ensure that only the child whose name has been called stands up and leaves safely with their parent/carer.
- Any discussions needed between staff and parents/carers must wait until the last child has been collected so that our full attention is on ensuring the children are safe.
- If someone other than a named adult on the contact list is collecting a child, parents must let us know in advance otherwise a phone call will be made to the parent before releasing the child. (Should either parent be uncontactable, we will phone other adults on the child's contact list for verification of the collecting adult. Should no adult on the list be contactable, we will phone Social Services for advice. Two members of staff will stay with the child until we are told by social services what our next steps are to be)

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 entrance/exit procedure (above) and outings risk assessments 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.

Policy 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.

Date revised: September 2023

Date for review: September 2024

Procedures

Child going missing on the premises:

As soon as it is noticed that a child is missing the member of staff alerts the setting leader and any nearby staff members informing them of where and when the child was last seen and checks external doors and gates for any obvious breach in security.

If there is no obvious breach:

- The setting leader will alert all other staff and carry out a thorough search of the premises (inside and out)

If the child is found:

- If the child is found quickly and within the confines of the premises, no further action is required. Staff may inform parents of the incident if upset to the child was caused. Staff may use professional judgement as to whether this is necessary.

If the child remains missing:

- The register is checked to make sure no other child has gone astray.
- At least one member of staff stays with the remaining children, continuing activities as appropriate.
- All other staff members will continue searching the premises and the setting leader will inform Naunton Park Primary School office to request a search of the school premises.
- If the child is found staff will follow procedures above: 'If child is found'
- If the child remains missing, the setting leader will contact the missing child's parents/carer and will report the incident to the police, providing full details and description of the child.
- The setting leader will contact the committee chair to inform them of the incident and make a written record of all details to aid investigations
- Police advice will be followed from this point onwards. Unless advised otherwise by the police, all other children will continue with the session until the usual finish time.

If there is an obvious breach in security and it is possible that the child may have left the premises:

- The setting leader will alert all staff and all remaining children will be taken inside, a head count conducted and register taken to ensure no one else is missing.
- At least one member of staff will stay with the children engaging in activities as appropriate while the setting leader carries out a thorough search of the premises (inside and out)
- Meanwhile, one member of staff will check the immediate vicinity of the preschool - look up and down the road to the front of the preschool, check the Rose garden and surrounding hedge and check Naunton Park as far as the playpark.

If the child is found quickly and within the premises:

- The child will be supported appropriately and the setting leader and staff's professional judgement will be required to assess whether the parents and/or committee need to be informed according to the level of risk they feel the child was at.

If the child is found outside of the premises

- the child will be escorted back to Naunton Park Playgroup and supported appropriately
- Parents will be informed at the end of the day and the incident reported to the committee for further investigation.

If the child is not found

- The setting leader will inform Naunton Park Primary School Office to request a search of the school premises. If child is found see procedure above.
- If the child remains missing, the setting leader will contact the missing child's parents/carer and will report the incident to the police, providing full details and description of the child.
- The setting leader will contact the committee chair to inform them of the incident and make a written record of all details to aid investigations
- Police advice will be followed from this point onwards. Unless advised otherwise by the police, all other children will continue with the session until the usual finish time.

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 followed by taking the register.
- At the same time, one staff member searches the immediate vicinity, scanning further afield.
- If the child is found quickly, safe and well, no further action is required. Staff will reflect on lessons learned after the session.
- If the child is not found, the setting leader is contacted immediately.
- 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 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

Following any missing child incident:

- The committee led by the chair will conduct a full investigation, inform any relevant bodies as appropriate and launch a lessons learnt exercise to identify any changes needed to the physical security of the premises, staff training or policies and procedures to ensure the safety of all children and avoid a repetition of the incident
- Any recommendations will be recorded, communicated to all staff and implemented as soon as possible

This policy was reviewed by Naunton Park Pre School Playgroup

On (date) 6/9/22

Reviewed 06/09/23

To be reviewed on (date) 06/09/24

This policy was adopted by the committee at a meeting on ____02/11/22____ (date)

Signed by Charlotte Davies (DSL and Setting Manager) _____

Signed by Tina Oliver (DDSL) _____

This policy has been read by (please sign and date next to your name.)

Charlotte Davies

Tina Oliver

Sue Boothroyd

Sarah Goodman

Carly Lowicki

Tarila Bowei

Debbie Golder

Emma Chambers

Chair of Committee (on behalf of the committee)