



Missing Child Policy

At the United Reformed Church pre-school, the children's safety is always of the highest priority, both on and off the premises. Every attempt is made through following the procedures that are in place to ensure the security of children is always maintained. In the unlikely event of a child going missing, the following procedure is followed:

- As soon as it is noticed that a child is missing the key person or staff will alert the manager of the setting.
- A search of the premises/area will be performed without causing undue panic amongst the other children. Staff will look in the toilets, upstairs, in the cupboards etc.
- We will widen the search to the surrounding area, including the garden and the streets nearby.
- If the child is still not found, we will contact the police and the parents to conduct a full search.
- We will review security procedures after the event.
- We will inform all the relevant parties including the Church Elders, parents, staff and the authorities concerned, of the findings, implications and outcomes of the review.
- We will inform Ofsted of the occurrence giving a full report

The investigation

- Staff will keep calm and not let the other children become anxious or worried.
- The Manager together with a leader from the church will speak with the parent(s).
- The manager and a member from the Elders will carry out a full investigation taking written statements from all the staff in the room or who were on the outing.

- The Key person, Manager and Deputy will write an incident report detailing:
- The date and time of the report.
- What the staff/children were doing 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 had 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 a police investigation, all the staff will co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing the 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.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.
- Staff must not discuss any missing child incident with the press without taking advice.

Last Reviewed: January 26