

Missing Child

EYFS 2017: Safeguarding and Welfare Requirement: Information

- Providers must have and implement a policy, and procedures, to safeguard children
- Providers must make the following information available to parents and/or carers: Details of the provider's policies and procedures including the procedure to be followed in the event of a child going missing at, or away from, the setting

Policy statement

At Fennies Day Nurseries children's safety is our highest priority, both on and off the premises. Every attempt is made, through the implementation of our outings procedure and our 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, a member of staff alerts our setting manager.
- The register is checked to make sure no other child has also gone astray.
- The manager will carry out a thorough search of the building and garden, whilst another two members of staff will search the surrounding area
- 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 management team will call the police immediately and reports the child as missing. If it is suspected that the child may have been abducted, the police are informed of this.
- The parent(s) are then called and informed.
- A recent photo or a note of what the child is wearing is given to the police.
- The manager talks to all staff to find out when and where the child was last seen and records this.
- Ofsted will be informed of the incident within 24hrs.

Child going missing on an outing:

This describes what to do when our staff have taken a small group on an outing, leaving the manager and/or other staff back in the setting. If the manager has accompanied children on the outing, the procedures are adjusted accordingly.

- As soon as it is noticed that a child is missing, the staff members on the outing ask children to stand with their designated carer and carry out a headcount to ensure that no other child has gone astray.
- One staff member searches the immediate vicinity.
- The senior staff member on the outing contacts the police and reports that child as missing.
- The manager is contacted immediately (if not on the outing) and the incident is recorded.
- The manager contacts the parent(s).

- The staff take the remaining children back to the setting as soon as possible, leaving the senior member of staff at the scene awaiting the police's arrival.
- A recent photo and a description of what the child is wearing is given to the police.
- Our staff keep calm and do not let the other children become anxious or worried.
- Ofsted will be informed of the incident within 24hrs.

The investigation

- Each member of staff present writes an incident report detailing:
 - The date and time of the incident.
 - Where the child went missing from e.g. the setting or an outing venue.
 - Which staff/children were in the premises/on the outing and the name of the staff member who was designated as responsible for the missing child.
 - When the child was last seen in the premises/or on the outing, including the time it is estimated that the child went missing.
 - What has taken place in the premises or on the outing since the child went missing.
 - The report is counter-signed by the senior member of staff and the date and time added.

The Fennies Day nursery investigation policy and procedure will then be followed.

Internal use only

This policy was adopted on	Signed on behalf of the nursery	Date disseminated to staff	Date for review
<i>August 2019</i>			<i>August 2020</i>