



## **Bright Eyes Childcare**

### **Missing Child Policy**

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 a child arrives the key person/staff will sign the child in on Family and record them as attended by ticking the child's name on the register.
- As soon as it is noticed that a child is missing the key person/staff alerts the manager.
- The manager will carry out a thorough search of the building and garden.
- 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.
- The manager checks the CCTV to see if they locate the child's movements.
- If the child is not found, the parent is contacted and the missing child is reported to the police and an incident form must be filled out.
- The manager talks to the staff to find out when and where the child was last seen and records this on the incident form.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address. This will be via the LADO or Multi Agency Referral Unit as the police (if involved are likely to make a referral)
- The incident is reported to Ofsted within 14 days.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.

### *Child going missing on an outing –*

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

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.

Bright Eyes Childcare will agree a meeting point on arrival within your risk assessment, so they may have gone astray, but know where to go if they do. A member of staff will notify the setting and also will wait at the agreed meeting point.

- 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.
- Incident forms will be taken on all outings and will be filled in at the earliest convenience.
- The manager is contacted immediately and the incident is reported, whereupon the manager contacts the police and reports the child as missing.
- The manager contacts the parent, who makes their way to the setting or outing venue as agreed. The setting is advised as the best place, as by the time the parent arrives, the child may have been returned to the setting.
- Staff take the remaining children back to the setting.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The manager, or designated staff member may be advised by the police to stay at the venue until they arrive.
- Staff keep calm and do not let the other children become anxious or worried.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address. This will be via the LADO or Multi Agency Referral Unit as the police (if involved are likely to make a referral)

- The incident is reported to Ofsted within 14 days.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.

#### *The investigation*

- The manager together with a representative from the management or owner, speaks with the parent(s).
- The management or owner, carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The key person/staff member writes an incident report detailing:
  - Representing notes of actions taken at the time whilst on the outing including time of action/by whom
    - The date and time of the report.
    - What staff/children were 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 has 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 staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address. This will be via the LADO or Multi Agency Referral Unit as the police (if involved are likely to make a referral)
- The incident is reported to Ofsted within 14 days.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.

#### *Managing people*

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.

- The staff will feel worried about the child, especially the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. The manager is to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the manager. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the manager. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The manager will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.
- Outcomes of the investigation are discussed with ALL STAFF and documented at SUPERVISION, at the next STAFF MEETING (this may be an emergency staff meeting/evaluation of incident) and at the next Committee Meeting. YOU MUST document if anything needs to be amended as a result of the incident, ie lessons learned.

Date of Policy: March 2019

Signed By: Nursery Manager