

Missing Child Policy

There are a limited number of situations where a child may be considered to be missing. These times are as follows:

- A child becomes missing from the Centre.
- A child has become separated on a Centre outing.
- An unapproved adult takes a child from the Centre.

Procedures 3-5s

- On arrival each child accompanied by their parent/carer collects their name/picture card to enable them to self register.
- At 9.10am the teachers have overall responsibility to ensure registers are completed, they are kept in the room in case an emergency occurs and returned to the office at 3.30pm
- In each class the white board is used to display the total numbers of children who are in attendance.
- If a child is collected mid session the child's name is displayed in order to inform staff of the absence.
- If a child arrives late the white board is amended to ensure numbers are correct at all times during each session.
- If a child is collected by an adult other than their usual collector, the adult collecting must give an agreed password to the member of staff who is handing over the child.
- At the end of each session during Group times the Keyworker will carry out an informal role call.
- These procedures are repeated again at 12.40 for the Afternoon children.

Procedures Under 3s

- On arrival each child is accompanied by their parent/carer into the room and received by a member of staff.
- As children arrive the member of staff on an early shift adds name and time of arrival to the register.
- At the end or during the day if a child leaves the member of staff on a late shift marks the time of departure in the register.

Incidents occurring at the Centre

In such cases, the following action should be taken:

- One or more members of staff should search the building, garden and immediate vicinity, while still ensuring that the remaining children are sufficiently supervised.
- Staff should remember the safety of the other children, with regard to supervision and security, gathering them indoors, checking numbers against the register, and noting the time.
- The senior practitioner in the child's room should delegate search responsibilities to other members of staff and alert the Head of Centre, who will make enquiries of relevant members of staff as to when and where the child was last seen.

- If the child cannot be found within fifteen minutes, then the police and parent/s must be informed.
- Searching should continue, opening up the area, and keeping in touch by mobile phone with all individuals concerned.

Incidents occurring outside the Centre

- If the child is missing while on an outing away from the building, contact should be made with the Head of Centre.
- Staff should refer to the Missing Child procedures of the place of the visit, if appropriate.
- If the child cannot be found within fifteen minutes, then the police and parent/s must be informed.

Unapproved collections

- If an unapproved adult has collected the child, the police may need to be contacted after consultation with the child's parent or carer.

Security

- If there is concern that a lapse of security may have taken place at the Centre, the children should be gathered and numbers checked against the register, to verify that all children have stayed on the premises.

When any situation has been resolved, members of staff should review the circumstances, complete a risk assessment and put in place measures to reduce the likelihood of a similar event occurring in the future.

They should also be regularly creating opportunities to sensitively help children learn about keeping themselves safe from harm, as required by the Every Child Matters agenda.

Under the statutory requirements of the Early Years Foundation Stage Framework, if a child has gone out of the Centre or gone missing while on an outing, the incident must be reported to OFSTED.

OFSTED

Piccadilly Gate

Store Street,

Manchester M12 WD

Telephone: 0300 123 3153

E-mail: enquiries @ofsted.gov.uk

A prompt verbal report outlining the circumstances should be made to the Chair of Governors, followed by a written report to be presented to the next meeting of the Governing Body of the Centre.

Kintore Way Nursery School & Children's Centre

Policy Name

Missing Child Policy

Adopted and signed on behalf of the Centre by the Governing Body at the meeting on

Chair of Policy and Personnel Committee – March 2012

Name of Governing Body Representative

Signature of Governing Body Representative

Date signed _____

Date to be reviewed: Spring 2015