

Missing child procedures

Date of last review: October 2016

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Date of next review: October 2017



Introduction

Risk assessments are undertaken as appropriate when taking our children on trips off-site. We also have numerous safety checks which are undertaken on a daily basis to ensure the safety of our children whilst on-site. However, in the unlikely event that a child should go missing, the following procedures will apply.

Procedures if off-site

This applies to all situations where a child goes missing whilst on a trip organized by the Centre. The most senior member of staff should co-ordinate this procedure, either directly, or by phone if they are not present.

If staff members become aware a child may be missing they should:

- Gather all children on the trip into one place and check the register against the children that are present.
- Identify which child or children is/are missing and inform the most senior member of staff at the Centre.
- Check the immediate area.
- Keep an appropriate ratio with the children and dispatch any other adults to search vicinity.
- Police will be contacted at the very latest within 2 minutes of searching the area and not finding the missing child/children
- Staff will continue to search and regroup to re-assess after 10 minutes.
- Staff dispatched to search are to remain in contact with the trip leader.
- Most adults and all children to return to the Centre after the ten minute search. However, two members of staff should await the arrival of the police to the location of the incident. You may need to ask a member of staff from the Centre to join you to help to get the children back to Ambler.
- Senior member of staff meanwhile should gather the relevant information on the child/children, such as date of birth, where they were last seen and a basic description.
- The most senior person in the centre will:
 1. Inform the Early Years Service.
 2. Inform the police on 999 and hand over all relevant details of the missing child/children.
 3. Call the parents/carers to inform them and let them know what is being done.
- We will notify Ofsted of the incident in writing within 14 days.
- After the event, the team will reflect on the incident and the procedures to see if anything can be learned from the process and if any measures can be taken to improve.

Procedures if on-site

This applies to all situations where a child goes missing after having already arrived at the Centre. The most senior member of staff should co-ordinate this procedure, either directly, or by phone if they are not present.

If staff members become aware a child may be missing they should:

- Gather all children at the Centre in their distinct rooms and check the registers against the children that are present.
- Identify which child or children is/are missing and inform the most senior member of staff at the Centre.
- Check the immediate area.
- Check all exterior doors and gates are secure.

- At least one member of staff to stay with the children in each room while another is dispatched to search all areas the child/children may have gone.
- Police will be contacted at the very latest within 2 minutes of searching the area and not finding the missing child/children
- Staff will continue to search and regroup to re-assess after 10 minutes.
- Staff dispatched to search are to remain in contact with the room base
- Senior member of staff meanwhile should gather the relevant information on the child/children, such as date of birth, where they were last seen and a basic description.
- The most senior person in the Centre will:
 1. Inform the Early Years Service.
 2. Inform the police on 999 and hand over all relevant details of the missing child/children.
 3. Call the parents/carers to inform them and let them know what is being done.
- We will notify Ofsted of the incident in writing within 14 days.
- After the event, the team will reflect on the incident and the procedures to see if anything can be learned from the process and if any measures can be taken to improve.

Related policies: Emergency Plan, Lost or Missing Child, Risk Assessment, Safeguarding