



LADYBIRDS
NURSERY

Missing Children

2021/2022

Safeguarding

Policy Statement

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made 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 the key person/staff alerts the manager/deputy
-  The manager/deputy will carry out a thorough search of the building and garden.
-  The register is then checked to make sure no other child has gone astray.
-  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 parent is contacted and the missing child is reported to the police.

 The manager/deputy talks to the staff to find out when and where the child was last seen and records this.

 The manager/deputy then contacts the proprietor and reports the incident

 Ofsted are informed immediately.

Child going missing on an outing

 As soon as it is noticed that a child has gone missing, staff ask children to stand with their designated person and carry out a head count to ensure no other child has gone

 One staff member to check the immediate vicinity.

 The manager is contacted immediately and the incident reported.

 The manager contacts the police and reports the child missing

 The manager contacts the parent who will make their way either to nursery or the outing venue as agreed with the manager.

 Staff take the remaining children back to the setting.

 In an indoor venue, the staff contact the venue security who will handle the search. The manager contacts the proprietor and reports the incident.

 Ofsted are informed immediately.

The investigation

 Staff keep calm and do not let the other become anxious or worried.

 The manager and proprietor will speak with the parents.

 The manager and proprietor will carry out a full investigation taking written statements from all the staff involved.

 The room leader/ key person writes an incident report detailing

1) The date and time of the report

- 2) What staff/children were in the group/outing and the name of the staff designated responsible for the child
- 3) When the child was last seen in the group/outing.
- 4) What has taken place in the group /outing since the child went missing.
- 5) The estimated time 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, include interviewing staff. Children's Social Care may be involved if it seems likely that there is a safeguarding issue to address.

 The incident is reported under RIDDOR arrangements; the local authority health and safety Officer may want to investigate and will decide if there is a case for prosecution.

 Disciplinary action may be taken and Ofsted will be 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 key person or the designated carer responsible for the safety of the child. They 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. Setting managers need to ensure that staff under investigation are not only treated fairly but receive support while feeling vulnerable.

 The parent 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 setting manager. When dealing with a distraught and angry

parent, there should always be two members of staff, one of whom is the setting manager/deputy and the other should be the proprietor. No matter how understandable the parent's anger may be, aggression or threats towards staff will not be tolerated and the police will 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 the children's questions honestly but also reassure them.



In accordance to 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 and proprietor will use their discretion to decide what action to take.



Staff must not discuss any missing child incident with the press without taking advice

Issue Date January 2016

Date to be Reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be reviewed April 2020

Date reviewed June 2020 (additional Covid 19)

Date to be reviewed September 2021

Date Reviewed September 2021

Date to be Reviewed September 2022

Date Reviewed December 2021

Date to be Reviewed December 2022

Date to be Reviewed

This policy will be reviewed sooner than the renewal date should any new information become available