

## Safeguarding Missing Child

**Unique  
Child**

**1.3 Keeping  
Safe  
1.4 Health and  
Wellbeing**

**Positive  
Relationships**

**2.2 Parents as  
Partners**

**Enabling  
Environment**

**3.4 The Wider  
Context**

**Learning  
Development**

*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.*

*Child going missing on the premises*

- *As soon as it is noticed that a child is missing the key person/our team alerts Haddenham Puddleducks Pre-school Manager or her deputy.*
- *The Pre-school Manager or her deputy will carry out a thorough search of the building and outside area.*
- *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.*
- *If the child is not found, the parent is contacted and the missing child is reported to the police.*
- *Haddenham Puddleducks Pre-school Manager or her deputy talks to the our team to find out when and where the child was last seen and records this.*
- *Haddenham Puddleducks Pre-school Manager or her deputy contacts the chairperson and reports the incident. The chairperson, with the management committee, carries out an investigation.*

*What to do when a child goes missing from a whole setting outing. As soon as it is noticed that a child is missing, our team 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 our team member searches the immediate vicinity but does not search beyond that.*

- *Haddenham Puddleducks Pre-school manager is contacted immediately and the incident is reported.*
- *The manager contacts the police and reports the child as missing.*
- *The manager contacts the parent, who makes their way to Haddenham Puddleducks Pre-school or outing venue as agreed with the manager.*
- *The our team take the remaining children back to Haddenham Puddleducks Pre-school leaving the manager with the search team.*
- *In an indoor venue, the our team contact the venue's security who will handle the search and contact the police if the child is not found.*
- *The manager contacts the chairperson and reports the incident. The chairperson, with the management committee, carries out an investigation.*

*The investigation*

- *Our team will keep calm and do not let the other children become anxious or worried.*
- *The manager and/or management committee will speak with the parent(s).*
- *The chairperson and management committee will carry out a full investigation taking written statements from all the our team in the room or who were on the outing.*
- *The key person writes an incident report detailing the date and time of the report. What our team/children were in the group/outing and the name of the our team 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 our team co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing our team. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.*
- *The incident will be reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.*
- *Whether disciplinary action is needed to be taken or not, Ofsted and the insurance provider will be informed.*

*This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020*

*Signed on behalf of Haddenham Puddleducks Pre-school by .....*