



ABC Kids

Missing/ Lost Child Policy

Statement of Intent

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 it's noticed a child is missing the team member should **IMMEDIATELY** alerts the Leader.
 - The Leader nominates one team member to search outside area and one team member to search inside the building
 - All children with gather together and the register checked for any other missing children
- If after **10 minutes** the child can't be found the Leader calls the police and reports the child as missing and then calls the parent.
- The Leader will carry out a thorough search of the building and surrounding area.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Leader talks to the staff to find out when and where the child was last seen and records this.

Child going missing on an outing

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated carer 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.
- The leader contacts the police and reports the child as missing.
- The leader contacts the parent, who makes their way 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 leader or a member of staff may be advised by the police to stay at the venue until they arrive.

The investigation

- Team members must keep calm and do not let the other children become anxious or worried.
- The Leadership team speaks with the parent(s).
- The Leadership team 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:
 - The date and time of the report.
 - What staff/children were in the group/outing
 - 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.



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- 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.
- The insurance provider should be informed.