

# Melbourn Playgroup and Out of School Club Policies

## 4. Missing child

### Child going missing at the playgroup

- As soon as it is noticed that a child is missing the key person/staff alerts the session leader.
- The session leader and any other available staff will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has also gone astray.
- The session leader talks to the staff to find out when and where the child was last seen and records this.
- 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 session leader contacts the chairperson and reports the incident. The chairperson, with the management committee, carries out an investigation and may come to the setting immediately.

### 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 person 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 Level 3 in charge is contacted immediately and the incident is reported.
- The member of staff in charge contacts the police and reports the child as missing.
- The member of staff in charge contacts the parent, who makes their way to the setting or outing venue as agreed with the setting leader. The setting is advised as the best place, as by the time the parent arrives, the child may have been returned to the setting.
- Staff take the remaining children back to the setting.
- The member of staff in charge contacts the chairperson and reports the incident. The chairperson, with the management committee, carries out an investigation and may come to the setting immediately.
- The member of staff in charge may be advised by the police to stay at the venue until they arrive.

## Follow up to the Incident

- The chairperson will carry out a full investigation taking written statements from all the staff in the room or who were on the outing and speak to parents.
- The key person/staff member writes an incident report detailing:
  - The date and time of the incident.
  - What staff/children were in the setting /outing and the name of the staff designated responsible for the missing child.
  - When the child was last seen in the setting /outing.
  - What has taken place in the setting or outing since the child went missing.
  - The time it is estimated that the child went missing.
- 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 incident is 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.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.
- Confidentiality from staff and committee members is to be expected at all times, e.g. if approached by the press. Any requests for information should be directed through the Committee Chair.

This policy was adopted at a meeting of

Melbourn Playgroup and Out of  
School Club CIO Management  
Committee

Held on

19/09/18

Date to be reviewed

2018-19 cycle

Signed on behalf of the management committee

Name of signatory

Lisa Bamber & Janet Cottenden

Role of signatory (e.g. chair/owner)

Co-Chairs