



STAPLE
PRE-SCHOOL

Missing child

In the setting: building and preschool outdoor areas (fenced garden, public playing field, woodland area)

Staple Preschool enjoys a vast outdoor space, some of which is shared with the public and has adjoining car park and road. Children are observed closely at all times to ensure their safety.

- As soon as it is noticed that a child is missing, the member of staff informs the coordinator who initiates a search within the setting.
- If the child is found on-site, the designated person checks on the welfare of the child and investigates the circumstances of the incident.
- If the child is not found on-site, one member of staff searches the immediate vicinity, if there is no sign of the child, the police are called immediately.
- The parents are then called and informed.

Off-site (outing or walk)

- As soon as it is noticed that a child is missing, the carries out a headcount.
- One member of staff searches the immediate vicinity.
- If the child is not found, the coordinator calls the police and then contacts the parents.
- Members of staff return the children to the setting as soon as possible if it is safe to do so. According to the advice of the police, one senior member of staff should remain at the site where the child went missing and wait for the police to arrive.

Recording and reporting

- A record is made in the Incident Book. The coordinator completes and circulates this to the nominated individual (chairperson) on the same day that the incident occurred.

The investigation

- Ofsted are informed as soon as possible (and at least within 14 days).
- The committee carries out a full investigation.
- The coordinators and chairperson speak with the parents together and explain the process of the investigation.

- Each member of staff present during the incident writes a full report, which is filed in the child's file.
Staff do not discuss any missing child incident with the press.

This policy was adopted by

Staple Pre-School

Date

September 2021

Date to be reviewed

September 2022

Signed on behalf of the management committee

Lauren Gupta-Miles

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

Chairperson