

Busy Bees Playgroup Missing Child Policy

A child can be classed as missing or lost if they have been left unsupervised or unaccounted for (so staff are not aware of them being within sight or hearing) in a room or the outside area of the playgroup setting or further afield for 2 minutes or longer.

If a child goes missing from Busy Bees the following actions will be carried out:

- The Manager (Hailie Sturt) or Group Leader Jess Bryan (person in charge) will carry out a thorough search of the building and outdoor area.
- The Daily 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
- The person in charge talks to staff to establish what happened
- The person in charge talks to children (using wording so as not to upset the children) to establish what has happened
- If ratios allow staff members can search the nearby vicinity
- If the child is found parents/carers will be informed when the child is collected that day. The situation will be explained along with what will be done to prevent this from recurring
- If the child is not found, the parent/carer is contacted, and the missing child is reported to the police
- The advice of the police is followed
- All remaining children will be kept calm

If a child goes missing when away from the setting (e.g. from an outing) where parents/carers are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed:

- As soon as it is noticed that a child is missing, the staff and adult helpers who are with the group/on the outing will ask the 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 area
- If the child isn't found, then the lead staff member contacts the venue's security who will handle the search. The venue security will be made aware that parents/carers are about to be contacted so some discretion can be used until this has been done
- If the child is found parents/carers will be informed when the child is collected that day. The situation will be explained along with what will be done to prevent this from recurring.

- The Manager is informed, if not with the group and (if possible) makes their way to the venue to aid the search and be the point of contact for the police as well as support staff
- The Manager contacts the child's parent/carer (before she makes her way to the venue) who makes their way to the setting or venue as agreed with the person in charge
- The lead staff member contacts the police using the mobile phone and reports the child as missing • The advice of the police is followed
- All remaining children will be kept calm
- Staff take the remaining children back to the setting

The investigation:

- A record is made on Child welfare and protection summary and Safeguarding incident reporting form. The manager as designated person completes and circulates Confidential safeguarding incident report form to the designated officer on the same day that the incident occurred.

The Manager carries out a full investigation taking written statements from all the staff present at the time, or who were with the group/ on the outing.

Each Key Person writes an incident report detailing: – the date and time of the incident; – which staff/children were in the group/outing; – when the child was last seen in the group/outing; – what has taken place in the group/outing since then; – the time it is estimated that the child went missing. A conclusion is drawn as to how the breach of security happened and children's comments are also noted if applicable. If the incident warrants a police investigation, all staff will co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Services may be involved if it seems likely that there is a Child Protection issue to address. The incident is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

Ofsted notification

We will ensure Ofsted is informed within 14 days as a Missing Child can be deemed a significant event. Our Insurance company is also informed. A decision will be made as to whether staff disciplinary processes need to be followed. As a result of the investigation: risk assessments, policies and procedures will be updated, and all staff and families will be made aware of the changes made. The parents/carer of the child involved will be given

information about the investigation (whilst maintaining confidentiality of any staff members and other children).