

Missing Child Procedure

Statement of intent

In the event that a child goes missing from Bishy Barnabees, the agreed procedure is put into practice.

Aim

This procedure is designed to try and locate the child as quickly as possible causing the least amount of stress to all parties concerned.

Methods

If a child goes missing from Bishy Barnabees

- The person in charge will carry out a thorough search of the buildings and gardens.
- 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.
- The person in charge talks to staff to establish what happened.

If the child is not found the parent/carer is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, Bishy Barnabees ensures that there is a procedure that is followed.

- 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 person in charge is informed, if s/he is not on the outing, and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to Bishy Barnabees.
- The Person in Charge contacts the child's parent who is advised to make their way to Bishy Barnabees or the outing venue as agreed.
- The staff contact the police using the mobile phone and report the child as missing.
- 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 Person in Charge contacts Helen or Louise who will make their way to Bishy Barnabees as soon as possible.

The investigation

- Helen and/or Louise will carry out a full investigation taking written statements from all the staff present at the time, or who were on the outing.

- The key person/ staff 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/outing since then; and
 - 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 staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR (Reporting of Injury, Disease and Dangerous Occurrences Regulations) arrangements and 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 is informed within 24/48 hours of the incident happening
- Poundgates – Bishy Barnabees insurers are informed

This policy was adopted in May 2008, updated July 2015.
Reviewed March 2017

Please read in conjunction with the Health & Safety Policy, Key person policy and Mobile Phone Policy.