



Lyndhurst Pre-School

Missing Child

Policy Statement

Children's safety is maintained as the highest priority at all times both on and off the 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.

- The gate to Pre-School is secured after the last parent leaves at the beginning of a session and the main front gate is locked.
- The back door to Pre-School has a high bolt secured before the children enter the session.
- There is member of Staff at the entrance door at the beginning of each session and then the back door at the flexi times.
- At the end of each session the children are taken 2 at a time by staff and handed over to their parents in the Pre-School playground
- If a child is not collected on time the child is asked to sit in the book corner with a member of staff until the parent/carer arrives (see non-collection policy)

In the unlikely event of a child going missing, our missing child procedure is followed.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.4 The wider context	

Procedures

Child going missing on the premises

- As soon as it is noticed that a child is missing the key person/staff alerts the Manager.
- The Manager will carry out a thorough search of the building and outside area.
- 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 Manager/Deputy will contact St Michael & All Angel Infant School and notify them of search.
- The Manager talks to the staff to find out when and where the child was last seen and records this.
- Staff keep calm and do not let the other children become anxious or worried.
- A note/record will be made of the circumstances surrounding the disappearance in order to help the police as much as possible with their investigation.

- The police will be contacted immediately, by the registered person in charge (or deputy).

Police Telephone number: 999

Police Child Protection Unit Office: 02380745399

The registered person in charge is: Mrs Janet Malcom

- Lyndhurst Pre-School will take and follow the advice from the police with regard to informing parents and next steps of action.
- All staff will reassure the other children present
- The Manager contacts the Chairperson and reports the incident. The chairperson and Directors carry out an investigation and may come to the Pre-school immediately

The investigation

- The Manager together with the Chairperson or representative from the board of Directors speaks with the parent(s)
- The Chairperson and Directors, carry out a full investigation taking written statements from all the staff in the room.
- The key person/staff member writes an incident report detailing:
 - The date and time of the report
 - What staff/ children were in the Pre-school and the name of the staff designated responsible for the missing child.
 - When the child was last seen in the Pre-school
 - What has taken place in the Pre-school since the child went missing
 - The time 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. Children's Social services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements. The local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed immediately
- The insurance Department at the Early Years Alliance is informed.

This policy was adopted at a meeting of Lyndhurst Pre-School Directors

Held on

Signed

Dated

This policy was taken from the PLA Policy and Procedures