



We demonstrate tolerance and respect through child-led play

Missing Child Policy

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Missing Child Policy

1 Scope & Purpose

- 1.1 To ensure the safety of all children who attend Croft Playgroup.
- 1.2 To ensure that we are able to find any child that goes missing either in Playgroup or on an activity outside of Playgroup as quickly and efficiently as possible.
- 1.3 To communicate effectively and to an appropriate timescale with everyone concerned.
- 1.4 To follow up incidents and to review procedures accordingly.

2 Outline

- 2.1 Children's safety is maintained as the highest priority at all times both on and off premises.
- 2.2 Children are signed in and out of each session on the room's registers. Children are not permitted to leave the building without a parent, carer or adult who is known to the staff.
- 2.3 Any adults who come to collect a child who are not known to staff are expected to know the child's unique password.
- 2.4 Registers, signing in and out sheets and all contact information is kept up to date.
- 2.5 Management ensure that adult: child ratios are appropriate to maintain safety on outings. When leaving site for bigger outings, parental help is requested to ensure that ratios can be 1 adult: 2 children. On welly walks staff will take small groups of children ensuring that staff to child ratios remain at safe levels; e.g. 1 adult: 3 children
- 2.6 In the unlikely event of a child going missing, all members of staff should be aware of the correct procedures for a missing child and managing children safety in line with our outings policy.
- 2.7 In the absence of the Manager/DSL, the Deputy or Room Leader must assume the role.



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3 Procedure if a child leaves the playgroup building unsupervised

3.1 If a child leaves the playgroup building unsupervised and is not found after an initial search; the manager/DSL must:

- Ascertain when and where the child was last seen and record this.
- Call the police to report the missing child;
- Call the parent/carer;
- Contact the Committee Chair to report the incident. The Chair should attend site as soon as possible.

3.2 At the same time a designated staff member should continue to carry out a thorough search of the building and garden; including double checking that doors, gates and perimeters are secure.

3.3 The registers should be double checked to confirm the names and numbers of all children on site.

4 Procedure if a child is lost off site on an outing or trip

4.1 The Manager or member of staff in charge should be informed immediately.

4.2 The Manager should ensure that:

- Children are asked to stand with their designated adult for that outing so that a headcount can be quickly carried out;
- An immediate search is implemented, without compromising the safety of the other children and adults on the outing;
- Staff undertaking the search take a mobile phone with them
- If appropriate, the Management of the site are informed.

4.3 If the initial search proves unsuccessful the Manager should ensure that:

- The police are informed;
- Parent/carers are informed;
- The incident is recorded and appropriately reported.

4.4 In the event of a child not being found the trip must be abandoned and everyone returned to the Playgroup as quickly and safely as possible.

4.5 It may be necessary for a senior member of staff to remain at a location to help with the search. This person must have a mobile phone and keep the Playgroup Manager up to date at all times.

4.6 The Manager must remain in constant contact with the parents/carers and any agencies or people involved in the search for the child.

4.7 The Manager should inform the Committee Chair immediately.

5 Recording and reporting the incident

5.1 The Manager must write a full report of the incident consulting key members of staff involved and detailing:

- The date and time of the incident;
- The name and date of birth of the missing child;



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- A detailed report of what happened including timings of the incident and names of staff members and their actions as part of the search.

- 5.2 The report should be shared with the Committee Chair
- 5.3 The incident should be 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.
- 5.4 The nominated person should inform OFSTED.
- 5.5 The DSL should inform the local safeguarding team of the incident as appropriate.
- 5.6 Staff are expected to keep details of the incident confidential and not to discuss them with members of the local community or press.

6 Caring for adults and children affected

- 6.1 Managers must ensure that children and adults affected by an incident involving a missing child are support appropriately after the event.
- 6.2 It may be appropriate to support staff or children to access counselling or to find other therapeutic treatment.

This policy was adopted by Croft Playgroup

Signed on behalf of the Croft Playgroup

Croft Playgroup Committee

Croft Playgroup Manager

Print Name: Jason Adams

Print Name: Michelle Barrow, Helen Dearlove

Signed.....

Signed.....

Dated.....

Dated.....

Date policy to be reviewed: April 2025 or earlier if required