



Little Rays Missing Child Policy

Statement of intent

We believe that the health & safety of children is of paramount importance. Our setting will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

We take every care to ensure children cannot leave the security of the setting unattended and have strict procedures and policies in place to ensure as much as possible that this cannot happen.

Any outings from the regular settings are thoroughly planned and only undertaken after risk assessments have been completed and when the appropriate adult to child ratios are present.

Procedure

In the unlikely event that it is found that a child is missing we will act in accordance with the following procedures.

If a child goes missing whilst at the setting premises (Godalming Town Football Club):

- The person who identifies the child is missing will speak with the Manager or person in charge who will nominate as many staff as possible to thoroughly search indoor and outdoor area;
- The register is checked to make sure no other child has also gone astray;
- The Manager talks to the key person to establish what happened;
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the nursery grounds.
- The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Nursery Manager will carry out a thorough search of the buildings and garden.
- Doors and gates will be checked to see if there has been a breach of security whereby a child could wander out.
- If the child is found it will be recorded on an incident form and shared with the parents at an appropriate time, but usually by the end of the day.
- If after 10 minutes of thorough searching the child is still missing the manager or person in charge will inform the police and then the child's parent / carer;
- The Manager contacts Little Rays owner, Pauline Cheeseman, who will arrive at Godalming Town Football Club as soon as possible.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue.



- During this period, other staff members will maintain as normal a routine as is possible for the rest of the children attending the setting.

If a child goes missing during our risk assessed Forest School sessions:

- As soon as it is noticed that a child is missing, staff tell the person in charge (usually the Nursery Manager/Deputy manager) and the children are to stand with their key people. A headcount is carried out to ensure that no other child has gone astray;
- The Manager or person in charge who will nominate as many staff as possible to thoroughly search the immediate vicinity of the last place the child was seen;
- If the Nursery Manager is not on the outing they will make his/her way to the venue to aid the search and be the point of contact for the police as well as support staff;
- The Manager talks to the key person to establish what happened;
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the forest school grounds.
- The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- If the child is found it will be recorded on an incident form and shared with the parents at an appropriate time, but usually by the end of the day
- If after 5 minutes of thorough searching the child is still missing, the Manager or person in charge will inform the police and then the child's parent / carer;
- The Manager contacts Little Rays owner, Pauline Cheeseman, who will arrive at the Forest as soon as possible.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue.
- During this period, other staff members will maintain as normal a routine as is possible for the rest of the children attending the setting.

Child going missing on an outing

This procedure describes what to do when staff have taken a small group on an outing, leaving the Nursery Manager and / or other staff at the setting. If the Nursery Manager has accompanied the children on the outing, the procedures are adjusted accordingly.

- 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.
- The Nursery Manager is contacted immediately and the incident is reported.
- The Nursery Manager contacts the police and reports the child as missing.



- The Nursery Manager contacts the parent, who makes their way to the setting or outing venue as agreed with the Nursery Manager. The setting is advised as the best place, as by the time the parent arrives, the child may have been returned to the setting.
- Staff take the remaining children back to the Nursery.
- 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 Nursery Manager contacts the Nursery Owner and reports the incident.
- The Nursery Owner, will come to the setting immediately, if possible and will carry out an investigation.
- The Nursery Manager, or designated staff member may be advised by the police to stay at the venue until they arrive.

The key person/ staff will write an incident report detailing:

- the date and time of the report;
- what staff/ children were in the group;
- when the child was last seen in the group;
- what has taken place in the group 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.

The Investigation

In the first instance, the Nursery Manager, and Nursery Owner will carry out a full investigation of the missing child. This will include taking written statements from all the staff present at the time, or who were at the Forest School Site. There may be action taken against any member of staff who they believe is found to be at fault. 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. 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 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 will be informed.

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