

John Logie Baird Primary and Early Learning Childcare Centre

Event of a Child Going Missing Policy

Updated August 2019

This policy should be read in conjunction with the ELCC’s Health and Safety Policy, and Argyll and Bute Council’s Excursions Policy.

**Policy**

Every effort should be made to ensure the safety of the children whilst in the care of the ELCC. This guidance sets out the procedures for dealing with the unlikely event of a child going missing from the group’s premises or whilst on an educational excursion.

Risk assessments should be undertaken on a regular basis and staff must be aware of times when extra vigilance is needed. If parents or carers are required to remain with their children, for example, on a nursery trip, it should be emphasised that they are responsible for ensuring the safety of their own child.

In the event of an ELCC child feared missing:

* The staff should not leave the premises unattended until the child has been found.
* A designated staff member should search the whole of the premises calling the child’s name, checking all cupboards, unused spaces etc. If the child is not found on the premises the staff member should check the immediate surrounding area.
* A mobile phone should be taken to ensure contact is maintained with the premises.
* A designated person should gather the remaining children and other adults for story time in the book corner. They should ensure that the children are reassured and kept secure.
* If after 5 – 10 minutes there is no sign of the child, staff must dial 999 and alert the police.
* Staff must call the parent or carer of the missing child.
* Staff must call all other parents or carers and ask them to collect their child.
* Staff should re-assure the children until they have been collected by their parents or carers
* Staff must cooperate fully with the police.
* A record of any incident must be made in the incident book and where the police have been contacted the manager should also inform the Care Inspectorate Officer for the setting.
* Complete an Incident Report found in eforms on Care Inspectorate site and keep updated until resolution.
* Report to SSSC.

There should be designated persons who will undertake a search and who will remain and reassure the children.

Once the incident has been resolved, the staff team must review all relevant policies and procedures and implement any changes where necessary. This should also include a review of the security of the premises and effectiveness of risk assessments, to ensure that adequate measures are being taken to minimise risk and safeguard the children. Where changes are required these should be made as soon as possible.

In the event of a school child feared missing:

* A designated member of staff should alert the HT or SMT immediately
* The staff should not leave the premises unattended until the child has been found.
* Staff members should search the whole of the premises under the direction of the HT or SMT, calling the child’s name, checking all cupboards, unused spaces etc. If the child is not found on the premises staff members should check the immediate surrounding area.
* A mobile phone should be taken to ensure contact is maintained with the premises.
* A designated person should gather the remaining children and other adults and read a story or similar activity. They should ensure that the children are reassured and kept secure.
* If after 5 – 10 minutes there is no sign of the child, staff must dial 999 and alert the police.
* Staff must call the parent or carer of the missing child.

**Excursions**

Before any excursion, staff must carry out a written risk assessment with a trained member of staff to identify risks and to put in place measures that will safeguard all the children on the outing.

If a staff member or parent or guardian fears that a child is missing they must immediately inform the person in charge of the excursion who should then:

* Gather the rest of the group together and check register.
* Designate two people to go to look for the missing child; if the parent or carer of the missing child is present they should be one of the two.
* If after an appropriate time searching the child has not been found (5-10 minutes) they should contact the Ranger, manager of the facility or police, as appropriate to the situation.
* Ask staff to gather parents, carers and children and facilitate their return home.
* Ask staff to remain with the parent or carer of the missing child and not leave until the missing child is found.

Staff must cooperate fully with police.

A record of the incident must be made in the incident book and where the police have been contacted the manager should also inform the Care Inspectorate Officer for the setting, if it is a registered day care service.

Once the incident is resolved, the staff team must review all relevant policies and procedures and implement any changes where necessary. This will also include a review of the security of the premises and effectiveness of risk assessments, to ensure that adequate measures are being taken to minimise risk and to safeguard the children. Where changes are required these should be made as soon as possible.

*The posters in appendix 1 should be displayed in prominent positions around the school and nursery.*

Appendix 1

Emergency Procedures

John Logie Baird Primary and Early Learning Centre

In the event of an emergency call 999

In the Event of a Missing Child:

ELCC:

* The staff should not leave the premises unattended until the child has been found.
* A designated staff member should search the whole of the premises calling the child’s name, checking all cupboards, unused spaces etc. If the child is not found on the premises the staff member should check the immediate surrounding area.
* A designated member of staff should alert the HT or SMT immediately by calling the school office
* A mobile phone should be taken to ensure contact is maintained with the premises.
* A designated person should gather the remaining children and other adults for story time in the book corner. They should ensure that the children are reassured and kept secure.
* If after 5 – 10 minutes there is no sign of the child, staff must dial 999 and alert the police.
* Staff must call the parent or guardian of the missing child.
* Staff must call all other parents or guardians and ask them to collect their child.
* Staff should re-assure the children until they have been collected by their parents or guardian.
* Staff must cooperate fully with the police.
* A record of any incident must be made in the incident book and where the police have been contacted the manager should also inform the Care Inspectorate Officer for the setting within 24 hours.
* Complete an Incident Report found in eforms on Care Inspectorate site and keep updated until resolution.
* Report to SSSC.

Emergency Procedures

John Logie Baird Primary and Early Learning Centre

In the event of an emergency call 999

In the Event of a Missing Child:

School:

* A designated member of staff should alert the HT or SMT immediately by calling the school office
* The staff should not leave the premises unattended until the child has been found.
* Staff members should search the whole of the premises under the direction of the HT or SMT, calling the child’s name, checking all cupboards, unused spaces etc. If the child is not found on the premises staff members should check the immediate surrounding area.
* A mobile phone should be taken to ensure contact is maintained with the premises.
* A designated person should gather the remaining children and other adults and read a story or similar activity. They should ensure that the children are reassured and kept secure.
* If after 5 – 10 minutes there is no sign of the child, staff must dial 999 and alert the police.
* Staff must call the parent or guardian of the missing child.