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**1.5 Missing Child Policy**

*Child going missing on the premises*

* As soon as it is noticed that a child is missing the key person/staff alerts the Setting lead or Deputy lead.
* The register is checked to make sure no other child has also gone missing.
* The setting lead will carry out a thorough search of the building and garden.
	1. Back room and toilets, kitchen.
	2. Toilet area (including Disabled facilities)
	3. Inside large equipment, under tables, floor cushions, etc. behind large equipment e.g. anywhere a child might hide.
	4. In the kitchen and bar.
	5. Main hall and stage.
	6. Nursery cloakroom.
	7. Table/chair store at the side of main hall.
	8. Outside play area, Wendy-House, vegetable garden.
	9. Gates both sides of hall and all exits where a child may have been able to leave the premises or site.
* Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
* If the child is not found the setting leader calls the police immediately and reports the child as missing. If it is suspected that the child may have been abducted, the Police are informed of this.
* The parent/s are then called and informed.
* A recent photo and note of what the child was wearing is given to the Police.
* The setting leader talks to the staff to find out when and where the child was last seen and records this.
* The setting leader contacts the chairperson (Nick Brightmore) to report the incident. The chairperson conducts an investigation, with the leadership team where appropriate.

*Child going missing on an outing*

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

What to do when a child goes missing from a whole setting outing may be a little different, as parents usually attend and are responsible for their own child.

* 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 missing. One staff member searches the immediate vicinity but does not search beyond that.
* The setting lead is contacted immediately if not on the outing and the incident is reported.
* The setting lead contacts the police and reports the child as missing.
* The setting lead contacts the parent.
* Staff take the remaining children back to the setting as soon as possible.
* 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.
* According to the advice of the police, a senior member of staff, or the setting lead where applicable, should remain at the site where the child went missing and wait for the police to arrive.
* A recent photo and a description of what the child is wearing is given to the police.
* The setting lead contacts the chairperson Nick Brightmore and reports the incident. The chairperson, comes to the setting to carry out an investigation, with the management committee, (where appropriate).
* Our staff keep calm and do not let the children become anxious or worried.

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| This policy was adopted at a meeting of | NBU5s Preschool | name of setting |
| Held on | June 6th 2023 | (date) |
| Date to be reviewed | June 6th 2024 | (date) |
| Signed on behalf of the management committee |  |
| Name of signatory | Marie Whiting |
| Role of signatory (e.g. chair/owner) | Setting Lead |