



## Missing Child Policy & Procedure

Every effort will be made to ensure the safety of the children in Old Rayne Preschool's care.

**In the unlikely event of a child going missing from the group's premises or whilst on an outing, the following procedure will be implemented immediately:**

- The most senior staff member will be informed immediately if a child is missing. A walkie talkie will be used to do so if the child is missing from the outdoor play area.
- If it is not immediately known, the register will be used to identify which child is missing.
- A designated staff member will search the whole of the premises calling the child's name, checking all cupboards, unused spaces, the garden area, outdoor car park play area etc. If the child is not found on the premises inside or outside, the staff member will check the immediate surrounding area.
- A walkie talkie will be taken to ensure contact is maintained with the premises.
- A designated adult helper/member of staff will gather the remaining children and other adults for story time in a corner of the hall, including any children and staff in the outdoor areas. They will ensure the children are kept calm and reassured and kept secure.
- If after 5-10 minutes there is no sign of the child, staff must dial 999 and alert the police.
- A member of staff will call the parent/carer or emergency contact of the missing child
- A member of staff will call all other parents/guardians/emergency contacts and ask them to collect their child/ren.
- Staff will reassure the children until they have been collected by their parents or guardians.
- Staff will cooperate fully with the police
- A record of any incident will be made in the incident form and filed in the accident and incident audit folder and where the police have been contacted the manager will inform the Care Commission Officer for the preschool.
- Once the incident is resolved, the staff team/committee 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 minimize risk and to safeguard the children. Where changes are required these will be made as soon as possible.
- In the event of disciplinary action needing to be taken, Care Inspectorate and Scottish Social Services Council will be informed.
- The incident will be published in the annual Duty of Candor report
- The insurance provider is informed.

### **Procedure to be followed for outings: -**

- Before any outing, staff will carry out a written risk assessment to identify risks and to put in place measures that will safeguard all the children on the outing.
- During preschool outings, generally parents or guardians will accompany their own children.
- If a staff member or parent or guardian fears that a child is missing they will immediately inform the person in charge of the outing.
- The member of staff in charge will gather the rest of the group together and check the register.
- The member of staff in charge will designate up to two adults to go and look for the missing child. If the parent/guardian of the child is present, they will be one of those two designated adults.
- If after 5-10 minutes the child has not been found, the ranger, manager of the facility or police will be contacted as appropriate for the situation. The member of staff in charge will also contact the chairperson of the committee.
- The member of staff in charge will ask other staff to gather parents/guardians and children and facilitate their return home.
- The member of staff in charge will ask staff to remain with the parent/guardian of the missing child and not leave until the missing child is found.
- Staff will fully cooperate with the police.
- A record of the incident will be made with an incident form and filed in the accident and incident audit folder and where the police have been contacted the manager will inform the Care Commission Officer for the preschool.
- Once the incident is resolved, the staff team/committee must review all relevant policies and procedures and implement any changes where necessary. This will also include a review of the effectiveness of risk assessments, to ensure that adequate measures are being taken to minimize risk and to safeguard the children. Where changes are required these will be made as soon as possible.
- In the event of disciplinary action needing to be taken, Care Inspectorate and Scottish Social Services Council will be informed.
- The incident will be published in the annual Duty of Candor report.
- The insurance provider is informed.