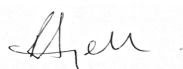
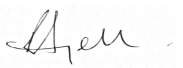




Missing Child

Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins		5.6.2014	5.6.2015
23.7.2014	R. Angell J. Malins		28.7.2014	

Policy

Otters Nursery Schools ensure children's safety is maintained as the highest priority at all times both on and off premises.

Procedures are implemented to maintain children's safety and security on the premises and away from the premises on nursery outings and visits.

Key Commitments:

Otters Nursery Schools ensure the highest levels of safety of security for children in our care.

Our premises have the highest levels of security.

We implement procedures to ensure that the highest levels of safety and security are maintained.

Our staff are regularly and fully trained on all procedures. Particular attention is given to procedures for the safety and security of the children in our care.

Otters Nursery Schools believe that prevention is vital. Losing a child is an extremely serious issue. We train our staff to recognize and prevent this. Our staff are responsible at all times for every child in their care.

Every precaution must be taken to avoid or prevent a child disappearing, being taken by an unauthorised person or running away whilst in our care.

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Procedure



All members of staff must follow the procedure for each missing child:

- All procedures are implemented to maintain every child's safety and security. Every precaution must be taken to avoid or prevent a child disappearing, being taken by an unauthorized person or running away whilst in your care.
- Establish that a child in your care is missing.
- Immediately inform the Manager (in the absence of the Manager the Deputy who will then follow the procedure)
- Commence the immediate search as per the relevant search procedure whilst maintaining the safety and security of all children in your care.
- Follow the procedure for Confidentiality. Staff must NOT speak to any person about the incident who is not a staff member or person directly involved in the incident. Staff must NOT speak to the press but refer all contact to the Manager.

The manager must follow the procedure immediately.

Procedure for Manager :

1. **Police**Inform the Police.
 2. **Parents**.....Inform the parents.
 3. **Premises**.....Search and secure the premises.
- **Police**Inform the Police – dial 999 and ask for Police.
Remain in constant contact with any agencies or people involved in the search for the child. He/she must co-operate fully and give full support at all times.
 - **Parents**.....Inform the parents – using phone contact details given, including emergency contacts and ask the parents to attend the nursery as soon as is possible.
Remain in constant contact with the parents/carers co-operating fully, giving full support and information at all times.
 - **Premises**.....Search and secure. Organise a detailed search and organise the setting as per the relevant search and organize setting procedures. Ensure that a thorough search of the premises is undertaken and ensure that the security of the premises has been maintained.
 - The manager is the central point of contact for the nursery for the duration of the incident.
 - The manager must retain the nursery phone on their person for the duration of the incident and use the nursery phone for liaising with the police, parents and staff.
 - The Manager has overall responsibility to ensure all members of staff follow the procedures.

Procedure for search on the premises

All members of staff must follow the procedure:

- Follow the first part of the procedure detailed above.
- Work with all members of staff following direction from senior staff and the Manager.
- Working as a staff team maintain the safety and security of all children in your care.
- Staff keep calm and do not let the other children become anxious or worried.
- Working as a staff team gather the children together in their home room, check all gates and doors to ensure they are secured and shut.
- Working as a staff team take a register to ensure that all children are accounted for.

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- Working as a staff team designate staff to supervise the children and staff to search all areas of the nursery, including sleep, changing, toilet, garden areas and staff areas.
- The Manager will ensure that the perimeter of the premises, including gates are secured and locked.
- Any breach of security must be reported to the Manager immediately and all possible precautions taken to ensure that the safety and security of all children are maintained at all times.
- The manager will, without compromising the safety of any person, dispatch a member of staff to help locate the child. The member of staff must take the nursery emergency mobile phone and the manager must agree a meeting time and place.
- The manager will organise for the remaining children to be cared for in a safe and secure environment whilst deploying maximum number of remaining staff to help with the search.
- The manager will recruit additional help for the search if possible .
- Adults deployed in the search must report back every 5 minutes to the manager using personal mobile phones.
- When the child is located the first member of staff to make contact must check the child's well-being. If relevant first aid procedures must be followed.
- The member of staff to make contact must inform the Manager immediately that the child has been found and report the child's condition.
- The Manager must follow the procedure for First Aid and call an ambulance immediately if required.
- The child must be returned to the setting as quickly and safely as possible.
- The Manager must inform the parents immediately that the child has been found and keep them updated with events.
- The Manager must check the child's well-being.
- The child must be reunited with his/her parents as soon as possible.
- The manager speaks with the parent(s) to inform them of all events and to check the child's well being and the parents well being.

Procedure for search away from the premises

All members of staff must follow the procedure:

- Follow the first part of the procedure detailed above.
 - The Designated Named Outing Leader is the main point of contact for the incident at the scene.
 - The Designated Named Outing Leader remains in constant contact with the Manager using the Nursery Mobile phone.
 - Work with all members of staff following direction from senior staff, the Designated Named Outing Leader and the Manager
 - Working as a staff team maintain the safety and security of all children in your care.
 - Staff keep calm and do not let the other children become anxious or worried.
 - Working as a staff team gather the children together , placing every child with their designated carer for the trip.
 - Working as a staff team take a register to ensure that all children are accounted for.
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- Working as a staff team designate staff to supervise the children and staff to search the immediate vicinity

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- The Designated Named Outing Leader will contact the Management staff at the venue.
- Any breach of security must be reported to the venue immediately and all possible precautions taken to ensure that the safety and security of all children are maintained at all times.
- The Designated Named Outing Leader will, without compromising the safety of any person, dispatch a member of staff to help locate the child. The member of staff must take a mobile phone and agree a meeting time and place arranged.
- The Designated Named Outing Leader will organize the safe return of all other children to the nursery.
- The Designated Named Outing Leader will nominate a senior member of staff to remain at the location to help locate the child. The member of staff must take a mobile phone and report to the Manager every 5 minutes.
- The Designated named Outing Leader will recruit additional help for the search if possible .
- Adults deployed in the search must report back every 5 minutes to the manager using personal mobile phones.
- When the child is located the first member of staff to make contact must check the child's well-being. If relevant first aid procedures must be followed.
- The member of staff to make contact must inform the Manager immediately that the child has been found and report the child's condition.
- The Manager must follow the procedure for First Aid and call an ambulance immediately if required .
- The child must be returned to the setting as quickly and safely as possible.
- The Manager must inform the parents immediately that the child has been found and keep them updated with events.
- The manager must check the child's well-being.
- The child must be reunited with his/her parents as soon as possible.
- The manager speaks with the parent(s) to inform them of all events and to check the child's well being and the parents well being.

The manager must follow the procedure immediately.

Procedure for the Setting:

- Follow the first part of the procedures detailed above.
- Contact the designated company director R. Angell and report the incident as soon as possible.
- A designated company director R. Angell comes to the setting immediately to support and help carry out an investigation as soon as possible.
- The Manager will inform Ofsted and the Local Authority Designated Officer (LADO) as soon as is practicable.
- If the incident warrants a police investigation or Local Authority Designated Officer Investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's social care may be involved if it seems likely that there is a child protection issue to address.
- If necessary, the incident is 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.
- Report the findings and conclusion to the designated company director R. Angell within 24 hours following the Procedure for Investigation.
- The Manager must follow the child's case and offer help and support to both any outside agencies and the parents/carers.

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- The Manager needs to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the manager and the other should be a designated company director R. Angell. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.

The manager must follow the procedure following the incident.

Procedure for the Investigation:

- Follow the first part of the procedures detailed above.
- Prepare the report work with all other agencies to ensure all procedures are followed. The Safeguarding Procedure does not allow interview and investigation of staff by staff members.
- Carry out a full investigation interviewing and collecting written statements from all the staff in the setting or who were on the outing.
- The key person/staff member writes an incident report using the Otters Nursery Schools Witness Statement forms which are located in the Employee Handbook.
- Report Details must include the following information
 - a) The date and time of the report.
 - b) What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
 - c) When the child was last seen in the group/outing.
 - d) What has taken place in the group or outing since the child went missing.
 - e) The time it is estimated that the child went missing.
 - f) The time the child is found.
 - g) The condition of the child when found noting if First Aid was required and the action taken.
 - h) Dealings and information given to parents.
 - i) Conclusion is drawn as to how the breach of security happened and how to prevent the situation from occurring again.

Having received information that a child is missing from a setting Otters Nursery Schools must follow the procedure:

Procedure for the Company:

- Contact designated company director R. Angell (phone number(07907 469684) and keep all Directors fully briefed.
- Dispatch designated company director R. Angell to the location immediately.
- Designated company director R. Angell as the main point of contact and lead.
- Work with staff and agencies involved co-operating fully and give full support at all times.

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- Support the manager and staff with the incident, assisting where appropriate with speaking to parents.
- Undertake a thorough independent investigation and compile a report.
- Following procedures ensure all legal requirements are met.
- inform the insurance provider.
- In accordance with the severity of the final outcome, the Company will offer staff counseling and support.
- Co-ordinate and oversee all press releases or media reporting.