

## **St Barnabas Pre-School Missing Child Policy.**

### **Policy Statement**

St Barnabas Pre-School takes every step to maintain children's safety both on and off the premises. We aim to ensure that the security of children is always maintained.

### **Policy Procedure**

To safeguard children from going missing staff:

- ensure exits and entrances are always locked and secure
- all visitors/parents/carers who enter or leave pre-school are accompanied by a staff member
- children are signed in and out by a responsible adult at the start and end of each session
- a register is completed at the start of each session
- an attendance numbers board is completed at the start of each session
- children are counted into and out of the garden
- garden gates are secured by coded padlocks
- procedures set out in St Barnabas Pre-School's Outings Policy are followed

In the unlikely event of a child going missing from the setting, St Barnabas Pre-School missing child procedure is followed:

- the duty manager must be immediately informed
- a thorough search of the building and outside area is undertaken
- all children will be gathered, and a role call is taken using the register or signing in sheet
- 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 missing child is reported to the police
- the parent is contacted by the duty manager
- the duty manager will contact the Chairman of Trustees Reverend Andy McPherson
- staff will gather the children and ensure adequate supervision is in place
- remaining staff will set out to continue to search the for the child

In the unlikely event a child goes missing from an outing, St Barnabas Pre-School missing child procedure is followed:

- 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
- simultaneously other staff search the immediate vicinity

If the child is not found:

- the duty manager will be informed, if not on the outing they will travel to meet the group on the outing
- the missing child is reported to the police
- the staff contact the venue's security
- the parent is contacted by the duty manager
- the duty manager will contact the Chairman of Trustees Reverend Andy McPherson
- staff will gather the children and ensure adequate supervision is in place
- remaining staff will set out to continue to search the for the child

After a child goes missing:

- the duty manager and trustees will carry out a full investigation taking written statements from all the staff present at the time
- a full report will include
  - the date and time of the report
  - what staff/ children were in the group/outing
  - when the child was last seen in the group/outing
  - what has taken place in the group/outing since then
  - the time it is estimated that the child went missing
- conclusion is drawn as to how the breach of security happened
- St Barnabas Pre-School and it's staff will co-operate fully in any police investigation
- the incident is reported to Bournemouth, Christchurch and Poole Early Years
- the incident will be reported to OFSTED
- the Insurance provider will be informed
- Staff must not discuss any missing child incident with anyone outside of the pre-school, except the Police, OFSTED or Bournemouth, Christchurch and Poole Early Years.