

**JACK & JILL PLAYGROUP**  
**MISSING CHILD PROCEDURES**  
**ACTION PLAN FOR MISSING CHILDREN**

**IF A CHILD HAD LEFT THE SETTING UNSUPERVISED**

If a child goes missing from the setting

- Staff carry out a thorough search of the building including toilets, cupboards etc.
- Available staff sent out to search outside and surrounding area - maintaining contact.
- The register is checked to make sure no other child has also gone missing.
- Doors and gates are checked to see if there has been a breach of security whereby a child could get out.
- All these procedures/checks would be carried out simultaneously and as quickly as possible.
- Person in charge will talk to staff to establish what happened.
- If the child is not found within 5 minutes, the police will be contacted to report a child has gone missing from the setting, parents informed.
- Then the following to be informed CADS 01634 334466, LADO 01634 331229.
- Ofsted to be informed Tel: 03001231231

**LOST CHILD ON TRIP**

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that 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.
- Centre Manager informed immediately, announcement to be made to aid with the search.
- Available staff/parents and centre staff to search grounds maintaining contact.
- The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- The police are contacted using the setting mobile phone and report the child as missing.
- The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.

- The person in charge contacts the chairperson of the management committee who comes down to the setting as soon as possible.
- Ofsted to be informed.

### THE INVESTIGATION

- The management committee chairperson carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/ staff writes an incident report detailing:
  - 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; and
  - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, include interviewing staff. may be involved if it seems likely that there is a child protection issue to address.
- Ofsted to be informed.
- The Insurance Department at the Pre-School Learning Alliance is informed.
- Full action plan in our Health and Safety Policy.

### **CONTACT TELEPHONE NUMBERS:**

- Medway Police 01622 690690
- Police emergency 999, non emergency 101
- Children`s Advice and Duty Service 01634 334466 (CADS)
- Ofsted 0300 1231231
- RSA Insurance 08007317600
- PLA 020 76972500

**This policy was adopted at a meeting of Jack and Jill Playgroup**

**Held On:** \_\_\_\_\_

**Signed on behalf of the pre-school:** \_\_\_\_\_

**CHAIRPERSON**