

Thanet Early Years Project

Procedure for Missing Children (Lost Child Policy)

Thanet Early Years Project considers child safety to be paramount. We firmly believe that no child will “go missing”, but we recognise that we must not be complacent. For the avoidance of doubt, this policy has been implemented to ensure that in the extremely unlikely event that a child should go missing; all members of staff will know what to do.

If a child is missing from where he/she is supposed to be:

- ✓ The Nursery Manager, Deputy and Senior Staff will be notified immediately.
- ✓ All members of staff will then be notified along with TEYP Project Manager.
- ✓ The most senior member of staff present will organise an immediate head-count against the register and ensure all other children are supervised and ratios met whilst a search is organised.
- ✓ A thorough search will be made of the whole premises inside.
- ✓ A thorough search outside of the premises will be made, led by a senior member of the staff team who will be contactable by way of the setting mobile telephone or walkie talkie.
- ✓ Enquiries will be made of other adults in the vicinity.
- ✓ In the unlikely event that a child is confirmed to be missing, the most senior member of staff will notify the police immediately, providing them with the following details:
 - The address of the setting
 - The next of kin of the child
 - The child’s full name and address
 - A full description of his/her physical appearance, age, gender
 - Details of what the child was wearing working from head to toe
 - A photograph of the child if available
 - The circumstances of the incident, including anything that may have triggered the disappearance
 - How long the child has been missing and where were they last seen
 - Who is looking for the child, where are they and how can they be contacted (mobile telephone number to be provided)
- ✓ All members of staff will co-operate fully with the police.
- ✓ The parent/carer will then be contacted – it may well be that the child has returned home.
- ✓ As soon as possible after the incident, the manager will:
 1. Inform Ofsted and follow any advice
 2. Inform Kent Safeguarding Board and follow any advice
 3. Commence a full investigation into how and why the incident happened – Statements from all staff members
 4. Meet with all members of staff to discuss what went wrong, to take the necessary precautions to ensure that a similar incident does not recur, this may include

updating existing risk assessments and ensuring all staff are familiar with these changes.

5. The Nursery Manager will offer to meet the parent/carer to explain what happened and reassure them that all necessary steps have been taken to ensure that such an incident will not occur again.
- ✓ A written account/report detailing how this incident occurred will be provided by the setting manager, including details of any conversations and advice from the Police and any other professionals.

All staff must always keep in mind that the welfare of the child is paramount.