

Missing child procedure

These procedures should be read in conjunction with the Procedure for Non-collection of a Child and the Educational Visits Policy.

1. Procedure to follow if a child is missing in or around the school premises

The school premises have been made secure. The outside play areas have gates padlocked when the children are playing outside and members of staff are always outside with the children.

We ensure that there is the correct ratio of adults to children at all times. In the Early Years Setting this means one adult per four two-year-olds and one adult per thirteen three-year-olds (providing there is an EYP or teacher).

We also ensure that at the start and end of a session or day the children are supervised and only handed over to a designated person.

If a child is missing:

- the remaining children will be gathered together and engaged in a whole-group or all-class session, such as listening to a story or singing, so as not to cause alarm.
- a member of staff will notify the school office. Other members of staff will be sent to check around the school site.
- a senior member of staff will be notified. If the child is not found on the site this senior staff member will inform the child's parent or carer as soon as possible and will make the decision to notify the police.

2. Procedure to follow if a child is missing on an outing or educational visit

In line with our Educational Visits Policy, key staff will undertake a site visit and carry out a risk assessment which will include an assessment of required adult-child ratios. This assessment will take into account the nature of the outing and whether it is appropriate to exceed the normal ratio requirements. This assessment will be reviewed before embarking on each specific outing.

When possible we will ensure that children can be easily identified, for example by wearing the school sweatshirt or high-visibility jackets.

Regular head counts will be carried out during the visit.

If a child is missing:

- the member of staff responsible for the child will inform the person in charge and they will organise the search.
- the area will be thoroughly searched.
- if after ten minutes the child is not found, the officials on the site will be asked to help.
- a member of staff will make contact with other members of the group to check if they have the child with them. All the children on the outing or trip will be gathered in the pre-arranged place to carry out a head-count and check against the register.
- the school contact will be notified and asked to contact the child's parents or carers.
- after looking for ten minutes, depending on the location where the child went missing and liaison with the manager of the place being visited, the lead person will contact the police.
- the Headteacher will be informed.
- if the child is in the first year of the Early Years Setting (that is, Longslow Ladybirds Playgroup) OFSTED will be informed.
- the school will maintain contact with the child's parents or carers and keep them updated.
- a full report will be produced and made available to the parents and carers, police, site manager and insurance company.
- the incident will be evaluated, risk assessments reviewed, and practice and security improved as necessary.

- If a member of staff notices a child missing, alert a senior member of staff or the office and one person will co-ordinate the search.
- One member of staff to gather the remaining children together and carry out a whole group or class session, for example telling a story or singing.
- Members of staff sent to check around the school site.
- Tell a senior member of staff who will notify the parents and make the decision to notify the police.