



Missing Child Policy

If a child in the care of the Kindergarten goes missing, the person in charge will:

- Instigate a search of the premises without causing undue panic.
- Check the register to ensure no other child has gone missing.
- Check doors and gates to see whether there was a breach of security.
- The Manager will talk to all of the team quickly and efficiently to establish what has happened.
- If not on the premises, widen the search to surrounding area.
- If still not found, contact the police to conduct a full search, contact parents to inform them.

If a child goes missing from an outing or trip then the following procedure will be followed:

- As soon as it is noticed, all children will be told to stand with their designated person and a head count is undertaken.
- One member of the team will check the local vicinity.
- The Manager will be told if the child is missing.
- The police will be contacted.

The Investigation

- The Manager will carry out a full investigation, taking written statements from all of the team present at the time (or on the outing)
- The key person or member of the team will write an incident report detailing
 1. The time and date
 2. Where team members or children were in the group/outing
 3. When the child was last seen
 4. What took place thereafter
 5. What the estimated time was that the child went missing

A conclusion will be drawn as to how the breach of security happened. If the incident warrants police investigation, all members of the team will cooperate fully. In this case the police will take charge. SPA (Single Point of Access - 0208 891 7969) will be informed and involved if it is deemed to be a safeguarding issue.

The incident will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) arrangements, contact number; 0845 300 9923 and recorded in the Incident Book. Ofsted will be informed.

This policy was adapted by -

The Director, Managers and Team of Windsor Kindergarten

Date -

February 2017

Date to be reviewed -

February 2018

Name of signatory -

Tanya Webber