

Missing Child Policy

At Windsor Kindergarten, children are taught from an early age that safety is important, and staff support children in becoming confident and using the facilities independently. In order to minimize the risk of children becoming lost in our care we ensure that the Windsor Kindergarten is secure and take steps to prevent unauthorized persons entering the setting.

When leaving the premises, we ensure that we supervise children closely and ensure children know how to stay close to an adult. We assess a child's stage of development in order to gauge the appropriate level of supervision which is then put in place. We teach children about how to keep safe, so they know the procedures to take in the unlikely event, they become separated from adult. We teach children to learn about the dangers of wandering off and advise children what to do if they get lost.

If a child goes missing within the premises, 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 the 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.
- Request help from people around
- Reassure the other children as this could become a distressing situation for them.
- If your search is unsuccessful, ring the police, provide a description, and keep searching the area.
- Advise parents/carers as soon as possible.

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 547 5008 Monday to Thursday 8am to 5:15pm, Friday 8am to 5pm or 0208 770 5000 out of hours) and LADO will be informed immediately and involved if it is deemed to be a safeguarding issue.

Ofsted will be informed immediately.

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.

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