

Bowes Primary School



Lost or Missing Child Procedure

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Reviewed annually by: Effie Demetriou

At the Bowes children's safety is paramount in all that we do. In the unlikely event of a child becoming lost whilst in our care, the following procedure will be adhered to.

Aims

- All staff, including the Senior staff, carry out a thorough search of the premises and the immediate surrounding area
- If the child is not found the parent is contacted and the missing child is reported to the police.
- 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 wander out.
- Person in charge talks to staff to establish what happened. All is recorded on an incident report form.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that the following procedure is adhered to;

- 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. One staff searches the immediate vicinity but does not search beyond that.
- The Senior staff are informed, if he/she is not on the outing and they are to make their way to the venue to aid the search and be the point of contact for the police as well as support staff.
- The staff contact the police after 10 mins using the mobile phone and report the child as missing to Ofsted parents.
- Staff take the remaining children back to the setting.
- 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.
- If the child is known to be subject to a Child Protection Plan Social Services must be notified.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The person in charge contacts the Children's Centre CAP Development Co-ordinator who will respond to the situation as appropriate.

The Investigation

- The Senior staff 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/partner writes an incident report detailing:
 - the date and time of the report;
 - names of the staff/ children that 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 will co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed.