



POLLYANNA PRE-SCHOOL CIO

MISSING CHILD POLICY

Statement of Intent

At Pollyanna Pre-School CIO, the safety and well-being of every child is our highest priority. We are committed to providing a secure environment where children are supervised at all times. In the unlikely event that a child goes missing, we will act quickly and effectively, following clear procedures to ensure the child is located and returned safely. This policy is designed to prevent such incidents and to guide staff in responding promptly and responsibly should they occur.

Procedure

In the unlikely event of a child going missing, our missing child procedure is as follows:

Child Going Missing on The Premises

- A member of staff will alert the manager as soon as a child is unaccounted for and cannot be located on the premises.
- The Manager investigates with staff to understand when and where the child was last seen and records this.
- The Manager will carry out a thorough search of the building and outside area.
- The register is doubled checked to ensure all other expected children in are present within the setting.
- Doors are checked to see if there has been a breach of security whereby a child could wander out.
- All children in the setting will be directed by staff and to the book corner.
- If the child is not found within 10 minutes, the parent is contacted, and the missing child is reported to the police.
- The Manager contacts the chairperson and reports the incident. The chairperson, together with the management committee, carries out an investigation and may come to the setting immediately.
- The Chairperson / Manager notifies Ofsted.

Child Going Missing on An Outing

In the event that a child goes missing from a whole setting outing, the following procedure applies: *(as parents sometimes attend and are responsible for their own child(ren), the procedure may differ slightly).*

- Children will be instructed to stand with their designated person to carry out a headcount to ensure that all expected children are present. One staff member searches the immediate vicinity but does not search beyond that.
- In an indoor venue, staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The staff member leading the outing contacts the Manager if they are not in attendance, and they will make their way to the incident to liaise with parents and police.
- While the outing leader ensures the children are secure and safe, another staff member will continue to search the area.
- The Manager contacts the parent, who makes their way to the outing venue.
- The Manager contacts the police after 10 minutes and reports the child as missing.
- If possible, staff will take the remaining children back to the preschool setting (Stoke Mandeville Community Centre, alternative arrangements for the children to remain in a secure location or be collected by their parents, if staff are unable to return to Stoke Mandeville Community Centre whilst the Manager remains on site.
- The Manager contacts the chairperson and reports the incident. The chairperson, with the management committee carries out an investigation and may come to the setting immediately.
- The Manager, or designated staff member may be advised by the police to stay at the venue until they arrive.



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Reporting and Reviewing the Incident

- The staff member in charge of the outing writes an incident report detailing:
 - The date and time of the incident.
 - What staff/children were in the group/outing and the name of the staff responsible for the missing child.
 - When the child was last seen in the group/outing.
 - What has taken place in the group or outing since the child went missing.
 - 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. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents (Health and Safety Policy)); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.

Review and Approval

This policy was reviewed and adopted on: 1st September 2025

Signed by Management Committee: Nikitta Wehrle

Print Name: Nikitta Wehrle

This policy is reviewed **annually** or sooner in response to changes in legislation, guidance, or setting practices.