

# Ravenside Pre-School

## MISSING CHILD OFF SITE

### General Legal Requirement

- *The provider must take necessary steps to safeguard and promote the welfare of children.*

It is the party leaders responsibility to ensure that children do not go missing. In order to do this it is our responsibility to ensure that:

- We regularly count the children when on trips, particularly when moving from one place to another.
- Inform children what to do in the event that they become lost.
- Remind children to stay close to you at all times.
- Inform children where they can and cannot go without your permission.
- Try to make children distinguishable from others by means of hats/tabards/bands etc. But do not identify with name badges.
- Check the register/take a name call if you are in any doubt that a child may be missing.

If a child goes missing off site the following procedures will be activated:

- The member of staff will inform the manager immediately.
- Ask other staff if they have seen the child and instigate a search of the area (as missing child on site).
- Ensure there is suitable supervision for the other children and ensure staff ratio's are maintained at all times.
- If after 15 minutes of thorough searching the child is still missing, the manager will inform the local police and the child's parents/carer (or emergency contact if they are unobtainable).
- At least one member of staff will remain at the scene whilst others return to the setting with the children.
- The remaining member of staff will meet the police and parents/carers when they arrive at a designated point.
- Once the incident is resolved, the manager and the staff team will review relevant policies and procedures and implement any necessary changes.
- Inform all relevant parties of findings, implications and outcomes of review.
- All incidents of children going missing will be recorded on an incident form, Ofsted will also be informed by telephone within 24 hours followed by a written report within 7 days.
- Do not talk to the press. Be careful who you discuss the situation with.

Agreed on .....

Reviewed on .....

