



**Ashbridge**

INDEPENDENT SCHOOL & NURSERY

# MISSING CHILD POLICY AND PROCEDURES

Approved by: SMT

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To be reviewed by: SMT

Review date: March 2021

Accessibility: Available on the school website and  
paper copy on request

Scope: Ashbridge Independent School and Nursery, Ashbridge-  
on-Ribble Nursery, Ashbridge Nursery at Maxy Farm,  
The Fledglings Nursery

Children's safety is maintained as the highest priority at all times whilst in our care, both on and off the premises. In the unlikely event of a child going missing, this procedure is followed.

If a child appears to be missing from within the premises

- As soon as it is noticed that a child is missing the key person/staff alerts the Headteacher or the most senior member of the Nursery Management Team present.

who will instigate a thorough search of the building and outdoor areas.

- The register is checked to make sure all other children are present.
- The exit /entrance to the premises are checked to see if there has been a breach of security.
- If the child is not found, the child's parents are contacted and the missing child is reported to the police.
- A member of the Senior Management Team or Nursery Management Team gathers information from the staff to find out when and where the child was last seen and records this.
- They then contact the Directors and report the incident.
- Any contact or questions from the media must be directed to Director of Compliance, Charlotte Bingham Brindle or Director of Operations, Grace Cole. In their absence another member of the Senior Management Team should be contacted. Under no circumstances should other staff speak to the media.

If a child goes missing on an outing off premises.

- As soon as it is noticed that a child is missing, the group leader on the outing ask children to stand with their designated person and carry out a head count to ensure that all other children have been accounted for. One staff member searches the immediate vicinity but does not search beyond that.
- The relevant member of the Senior Management or Nursery Management Team is contacted immediately and the incident is reported.
- They then contact the police and report the child as missing. The staff also contact the venue's security who may then handle the search if the child is not found.
- The member of Senior or Nursery Management dealing with the incident contacts the parent, who makes their way to the setting or outing venue as agreed.
- Staff take the remaining children back to the school/nursery.
- The member of Senior or Nursery Management dealing with the incident contacts the company directors and reports the incident.
- Any contact or questions from the media must be directed to Director of Compliance, Charlotte Bingham Brindle or Director of Operations, Grace Cole. In their absence another member of the Senior Management Team should be contacted. Under no circumstances should other staff speak to the media.

#### **During these procedures:**

- Staff remain calm in order to ensure other children do not become anxious or worried.
- A member of the Senior of Nursery Management Team speaks with the parent/carer directly.
- A member of the Senior Management Team carries out a full investigation taking written statements from all the related staff members.
- The key person/staff member 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 designated 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 co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care or the LADO may be involved if it

seems likely that there is a child protection issue to address and the local Health and Safety Officer may also wish to investigate.

- In the event of disciplinary action needing to be taken, the regulatory authority are informed of the outcome if required.
- The insurance provider is also informed if it is deemed necessary.