

Linton Granta Playgroup and Toddlers

Missing Persons/Lost child procedure

Aim

The purpose of this procedure is to give all practitioners, helpers and parents a clear and concise guide to managing this critical incident.

Method

This document must be made available to all staff and helpers and taken on any outings. A copy must also be stored in the pink emergency folder. This procedure is 2 (two) pages long.

If a child goes missing from the setting (portacabin, veranda or garden)

1. Person in charge must talk briefly to staff to establish what happened
2. The person in charge must carry out a thorough search of the building and garden. They will also contact the college caretakers to ask for assistance.
3. The register must be taken by the deputy to ascertain that no other child has gone missing. Children will be asked to engage in a quiet activity whilst the search is undertaken. (If outside in the garden or verandah; all children will be escorted back to Room 1).
4. Doors, gates and fencing must be checked for evidence of route taken.
5. If, after a reasonable search has taken place, the child still remains unfound, missing child report must be made to the police and the child's parents or emergency contacts will be informed.
6. THIS SHOULD HAPPEN NO LATER THAN 30 MINUTES AFTER THE CHILD WAS FIRST FOUND TO BE ABSENT.
7. The management committee should be informed as soon as possible.

If a child goes missing from a supervised outing

In addition to the above procedure the following must also be observed.

- As soon as it is noticed that a child is missing, staff must ask the children to go and stand with their appointed person and the outing leader must complete a head count. One member of staff must perform a search in the immediate area only
- If not on the trip, the playgroup leader must be informed immediately (by mobile phone), and they should send an additional member of staff / committee member to support the group.
- If in an indoor venue or enclosed venue, the outing leader must contact the venue's security for assistance and then follow the procedure below
- If, after a reasonable search has taken place, the child still remains unfound, missing child report must be made to the police and the child's parents or emergency contacts will be informed by the playgroup leader/outing leader.
- THIS SHOULD HAPPEN NO LATER THAN 30 MINUTES AFTER THE CHILD WAS FIRST FOUND TO BE ABSENT.
- The management committee must be informed as soon as possible.

- The remainder of the children, staff and helpers should return to the portacabin or an agreed rendez vous immediately.

The investigation

After any critical incident an investigation must be undertaken, regardless of the outcome by the registered provider (management committee).
The incident must be reported in line with our current Incident Policy.

Related documents

Outings Procedure
Activity Risk Assessment
Health and Safety Policies Package
Critical Incident Investigation Procedure

This policy was adopted at a meeting of Linton Granta Playgroup and Toddlers Committee

Held on (date) 04/12/07

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc..)

To be reviewed on (date) By Dec 08