

VERWOOD C.E. FIRST SCHOOL AND NURSERY



Howe Lane, Verwood, Dorset, BH31 6JF - Tel. 01202 822652

Child going missing on an outing:

As soon as it is noticed that a child is missing, the staff members on the outing ask children to stand with their designated carer and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity, but does not search beyond that. Our senior staff member on the outing contacts the police and reports that child as missing. Our Childcare Leader and Head Teacher are contacted immediately (if not on the outing) and the incident is recorded. The Childcare Leader or Head Teacher will contact the parent(s).

Our staff take the remaining children back to the setting as soon as possible. According to the advice of the police, a senior member of staff, or our Childcare Leader, where applicable, should remain at the site where the child went missing and wait for the police to arrive. A recent photo where possible, or as soon as one can be obtained and a description of what the child is wearing is given to the police. Our Head Teacher contacts our Chair and reports the incident. Our Head Teacher will carry out an investigation. Our staff keep calm and do not let the other children become anxious or worried.

Ofsted are informed as soon as possible and kept up-to-date with the investigation. Our Head Teacher and Chair, where applicable, carry out a full investigation, taking written statements from all our staff and volunteers who were present. Our Childcare Leader, together with our Head Teacher speak with the parent(s) and explains the process of the investigation. The parent(s) may also raise a complaint with us or Ofsted. Each member of staff present writes an incident report detailing: - The date and time of the incident. - Where the child went missing from e.g. the setting or an outing venue. - Which staff/children were in the premises/on the outing and the name of the staff member who was designated as responsible for the missing child. - When the child was last seen in the premises/or on the outing, including the time it is estimated that the child went missing. - What has taken place in the premises or on the outing since the child went missing. - The report is counter-signed by the senior member of staff and the date and time added.

A conclusion is drawn as to how the breach of security happened. If the incident warrants a police investigation, all our staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff and parents. Children's social care may be involved if it seems likely that there is a child protection issue to address. In the event of disciplinary action needing to be taken, Ofsted are advised. The insurance provider is informed.

Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible. Our staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases. They may be the understandable target of

parental anger and they may be afraid. Our Head Teacher ensures that any staff under investigation are not only fairly treated, but receive support while feeling vulnerable. The parents will feel angry, and fraught. They may want to blame our staff and may single out one staff member over others; they may direct their anger at our Childcare Leader. When dealing with a distraught and angry parent, there should always be two members of staff one of whom is our Childcare Leader and the other should be our Head Teacher Chair. No matter how understandable the parent's anger may be, aggression or threats against our staff are not tolerated, and the police should be called.

The other children are also sensitive to what is going on around them. They too may be worried. Our remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly, but also reassure them. In accordance with the severity of the final outcome, our staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. Our Head Teacher and Chair will use their discretion to decide what action to take. Our staff must not discuss any missing child incident with the press without taking advice.