

## **Banwell Buddies Lost Child Procedure**

If a child goes missing from our setting the following actions will be carried out:

- The leader on duty carries out a thorough search of the building, garden and grounds, ensuring the correct ratio of staff stay with the remaining children.
- The deputy on duty checks the register to make sure no other child has gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The leader on duty talks to staff to establish what happened.
- If the child is not found, the parent is contacted and the missing child is reported to the police.

### *The investigation*

- The management committee chairperson carries out a full investigation taking written statements from all the staff present at the time.
- The leader on duty writes an incident report detailing:
  - the date and time of the incident
  - what staff/children were in the group.
  - when the child was last seen in the group.
  - what was taking place in the group.
  - 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. The local Social Services department may be involved if it seems likely that there is a child protection issue to address.
- Ofsted is informed of the incident.
- Where deemed necessary our Insurance company is informed.

This policy was adopted at the meeting of

Held on

Signed on behalf of the Management Committee

Role of signatory

