

Twyford Playgroup Missing Child

Signed by Manager – Rachel Knott

Signed by Chair of Committee – Melissa Simpson

Date Ratified – February 2025

Date for Review – February 2026

Children's safety is our highest priority at Twyford Playgroup, and we use detailed procedures covering entry and exit times and trips to ensure safety is maintained. We have a procedure to follow in the unlikely event of a child going missing.

Child going missing from the premises:

1. As soon as it is noticed a child is missing the supervisor is alerted.
2. One practitioner is deployed to make an immediate, thorough but quick search of the site to attempt to find the child, or to see if there has been a breach of security allowing a child to leave.
3. The supervisor checks the register and does a head count to ensure all other children are present.
4. If the child cannot be found almost immediately the supervisor checks which practitioner saw the child last, where and when.
5. The supervisor phones the police to report the child missing then calls the parent or carer to advise them that the child is missing (and may be attempting to walk home).
6. All staff co-operate fully with any emergency services search for the child.
- 7. A full record is made of this in the incident book**
8. The Incident is reported to the Hants Gov LADO and to Ofsted immediately after the incident.

Child going missing on a trip:

1. As soon as it is noticed a child is missing the supervisor is alerted, and practitioners gather the other children together and do a headcount to check that no other children are missing.
2. One practitioner is deployed to search the immediate vicinity but no further.
3. If the child cannot be found the supervisor checks which practitioner saw the child last, where and when.
4. The manager contacts the police to report the child missing then calls the parent or carer to inform them and request that they meet at the setting.
5. The rest of the group returns to the setting where a full record of the event is made in the incident book by the manager.

6. All staff co-operate with any emergency services search for the child.
7. The incident is reported to the Hants Gov LADO and Ofsted immediately after the incident.

Investigating and reporting the incident:

If the incident warrants a police investigation all staff co-operate fully. All staff will also co-operate with Children's Services if child protection issues are involved in the incident. The incident is reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and may be investigated by the local authority Health and Safety Officer to decide if there is a case for prosecution. The insurance provider is informed. Ofsted is informed within 14 days.