

### **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.

## **1.2 Missing, Uncollected**

### **Uncollected Child Procedure**

Within the registration form, on starting the pre-school parents and carers are asked to provide the following information in case of an emergency:

- Home address and telephone number (of both parents, home mobile)
- Place of work with address and telephone numbers (if applicable)
- Names, addresses and telephone numbers of adults who are authorised by the parents to collect the child from the setting e.g grandparent or childminder.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.

This information is regularly updated ensuring that the pre-school holds the relevant information to be able to contact the parents in an emergency.

Within the Pre-school we have a book where information is placed if a person other than the designated person/people will collect the child. It states the person's name and contact details and the person who informed us of the change in person collecting. The practitioner on the door will also be told and will write on the whiteboard about this to inform all practitioners. They will also confirm with the parent that the person collecting will need the password as no child will be released to an unknown person without this.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.

We inform parents that we apply our child protection procedures as set out in our Safeguarding Policy, in the event that their child(ren) are not collected from setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of the session, we follow the following procedures:

- The child's file is checked for any information about changes to the normal collection routines and the collection book as well.
- If no information is available, parents/carers are contacted at home or at work
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the Registration Form - are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedure for uncollected children
- We contact our local authority children's social services care team.

- The child stays at the setting in the care of two staff one being Manager, Deputy or Acting Deputy until the child is safely collected either by the parents or by a social care worker.
- Social Care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Ofsted may be informed on 0300 123 1231

## **Missing child Procedures**

### **Child going missing on the premises**

As soon as it has been noticed a child is missing the practitioner within that area will alert staff and the person in charge of that session who will inform the Manager. All staff and the manager will carry out a thorough search of the building and premise, checking the register, doors and gates are checked to check there has been no security breach.

If the child is not found, then the parents are contacted and the child is then reported missing to the police. The setting Manager will talk individually with staff about where the child was last seen, recording the information and getting the staff member to read and sign to say the record is correct. The incident will be reported to the committee chairperson with all the reports, where upon an investigation may occur and a member of the management committee come immediately to the setting.

Parents will be greeted by two members of staff upon arrival at the setting these will usually be the Manager and Chairperson on the committee.

### **Child going missing on an outing**

This describes what to do when staff have taken a small group on an outing, leaving the setting leader and/or other staff back in the setting. If the setting manager has accompanied children on the outing, the procedures are adjusted accordingly.

What to do when a child goes missing from a whole setting outing may be a little different, as parents usually attend and are responsible for their own child.

As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone missing. One staff member searches the immediate vicinity but does not search beyond that.( In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.)The manager is contacted immediately.

The setting manager will then contact the police reporting the child as missing as well as contacting the parents, who need to be directed to go to the setting as the child

may have been returned there by the time the parent arrives. Police may also advise for someone to be at the location until they arrive.

Parents will be greeted by two members of staff upon arrival at the setting these will usually be the Manager and Chairperson on the committee.

Staff are to then bring the remaining children back to the setting. Where reports will be collected from all staff on the outing about what happened, which will be logged and given to the committee, usually this will be the Manager or in their absence the Deputy. The Manager will contact the Chairperson reporting the incident, the management committee carries out an investigation and may come to the setting immediately.

The key person/staff member writes an incident report detailing:

- The date and time of the report.
- 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 may be involved if it seems likely that there is a child protection issue to address. The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution. Ofsted need to be informed using the online notification form.

In the event of disciplinary action needing to be take the insurance provider is informed.

This policy was adopted at a meeting of Witchford Rackham Pre-school  
Held on \_\_\_\_\_

Date to be reviewed \_\_\_\_\_

Signed on behalf of the  
Management Committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory \_\_\_\_\_