



Outings & Missing Child Policy

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the outings to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed which is detailed below.

Outings

- A risk assessment for each outing is performed.
- Child ratios will be amended for outings. Two year olds will fall into a 1 to 2 ration and 3 year olds and over will fall into a 1 to 4 ratio.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Outings are recorded in an outings record file kept in the setting stating:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff take a list of children with them with contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

Missing Child

Child going missing on the premises

- As soon as it is noticed that a child is missing the key person/team member alerts the Nursery Manager.
- The Manager calls the police and reports the child as missing and then calls the parent.
- The Nursery manager will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has also gone astray.



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- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
 - The Manager talks to the team to find out when and where the child was last seen and records this.

Child going missing on an outing

- As soon as it is noticed that a child is missing, the team 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 team member searches the immediate vicinity but does not search beyond that.
- The manager is contacted immediately (if not on the outing) and the incident recorded.
- The manager contacts the police and reports the child as missing.
- The manager contacts the parent, who makes their way to the setting.
- The team take the remaining children back to the setting.
- 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 or a member of staff may be advised by the police to stay at the venue until they arrive.

The investigation

- The team must keep calm and do not let the other children become anxious or worried.
- The nursery manager speaks with the parent(s) and contacts OFSTED
- The manager carry out a full investigation taking written statements from all the team in the room or who were on the outing.
- The key person/team member writes an incident report detailing:
 - The date and time of the report.
 - What team/children were in the group/outing and the name of the team 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.



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- If the incident warrants a police investigation, all the team must co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing the team. 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.
 - The insurance provider is informed.
 - Staff must not discuss any missing child incident with the press without taking advice.