



LOST / MISSING CHILD POLICY

Statement of Intent

The safety and security of the children attending Jigsaw Pre-School is of paramount importance. Every effort is made to maintain a safe and secure environment. If a child goes missing then robust procedures are in place to ensure that the child is located as quickly as possible and any distress caused to other children and staff at Jigsaw is minimised.

Aims

Jigsaw aims to minimise the likelihood of a child getting lost / going missing by:

- ensuring the Jigsaw environment is secured against un-noticed entry or exit
- having robust arrival and departure procedures
- undertaking an annual Risk Assessment including reviewing security of the premises
- undertaking reviews of systems and changing practice as a result of incidents

If a child does go missing then procedures are enacted that maximise the likelihood of the child being found quickly and minimise the likelihood of other children becoming unsettled.

Method

Jigsaw Pre-School ensures the security of the children through:

1. Ensuring the environment is secure.

The Jigsaw hall has two main entrances:

- entrance from the main church foyer area
- the smaller side entrance to the left of the main entrance (adjacent to Church House)

In addition, there is one smaller side door on the right as you enter the hall (on the Village Hall side), which is always kept locked during Pre-School hours, and a fire exit that leads into a secured outside area.

The children enter Jigsaw from the smaller side entrance away from visitors to the main church. A staff member mans this entrance during drop-off and pick-up to prevent unaccompanied children from leaving. It is locked from the inside once the children have arrived.

The entrance from the main church foyer is a fire exit, but a key is available for staff to lock the door when they enter / exit the hall. A bell has been installed on the door which rings when the door is opened to alert staff to someone arriving or departing the hall.

The outside area has three main gates allowing access to the area. These gates are fastened securely with locks during Jigsaw hours. The outside area is located to the rear of the church building and is not visible from outside the church premises.

2. All staff, visitors, volunteers and children are identified and no-one can enter the Pre-School un-noticed.
 - see the Arrival and Departure Policy

If, despite these procedures being in place, a child is discovered to be lost / missing then the following procedure is enacted.

Missing / Lost Child Procedure

The person who discovers the child is missing will inform the person in charge of Jigsaw for that day. The nominated Pre-School leader will then co-ordinate the search for the missing child.

They will:

- nominate one member of staff to search outside area
- nominate one staff member to search inside the building
- recall any staff not on the floor e.g. doing administration in the office to assist with the search / look after remaining children
- re-deploy the rest of the staff to make sure the remaining children are safe and settled. This will involve:
 - all children coming to the circle time mat
 - undertaking a register check to ensure all remaining children present
 - undertaking quiet activities e.g. reading story

Any staff involved in the search will take their mobile phones with them so that they are contactable by Jigsaw and they will have the Pre-School leader's number in their phone.

If there are not enough staff to ensure a safe ratio of adults : children the Jigsaw leader will enlist the help of other Holy Trinity staff to assist with looking after the children.

The Jigsaw leader will contact the parent / carer and inform them of the situation. The Jigsaw leader will keep records of the incident as it happens so as to generate an incident report at a later date.

1. If the child is located within 10 minutes:

- the person locating the child will comfort them and inform the Jigsaw leader that they have been found
- the Jigsaw leader will inform the parent / carer and remaining staff that the child has been found
- the Jigsaw leader will inform the Chair of the Jigsaw Management Group

2. If the child is not located within 10 minutes:

- if the child is not found within a 10 minute search then the Jigsaw leader will phone the police and report the child missing
- they will give details of the incident including:
 - name of child
 - detailed description of child
 - contact details for next of kin
 - details of last time child was seen and any incident that may have precipitated the child leaving
- the staff will continue to search for the child until they are found or the Police require them to stop

3. Once the child has been found:

- the child will be brought back to Jigsaw if happy to do so, otherwise a member of staff will stay with them and another member of staff will also support them until a parent / carer arrives

- if a Police Officer finds the child, a staff member, well known to the child will go to support the child and offer comfort
- when possible a member of staff, without causing distress to the child, will try to ascertain why the child left Jigsaw
- subsequent to the incident the Jigsaw leader together with the Jigsaw Management Group will make a written submission of the incident to Ofsted
- an incident report will be generated and any necessary changes to the risk management plan implemented as a priority
- the staff will have a debrief session and any member of staff distressed by the incident will be given support
- staff will be aware in the subsequent days of the incident that the other children may be distressed / concerned by the incident and will implement a Care Management Plan as necessary to support the child / children, working with their parents / carers

Useful websites

Health and Safety Executive www.hse.gov.uk

Royal Society of the Protection of Accidents www.rospa.com

Jigsaw Management Group April 2011

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| Jigsaw Manager | |
| JMG | |
| Date | 21/4/11 |
| Date of review | April 2012 |