



Missing child policy – CM Sports	
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Policy statement

Children's safety is CM Sports highest priority at our setting and procedures are in place to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, CM Sports missing child procedure is followed.

Child going missing on the premises

Children's safety is paramount and CM Sports follows the EYFS requirement to take immediate action if a child goes missing.

As soon as it is noticed that a child is missing, the child's key person or the relevant member of staff alerts the setting manager immediately.

The register is checked promptly to ensure no other child is missing. Our manager carries out an immediate and thorough search of the building, outdoor areas, and surrounding grounds. Doors, gates, and boundaries are checked to identify any potential breach of security.

Our manager speaks with staff to establish when and where the child was last seen and records all information accurately.

If the child is not found within 15 minutes of being identified as missing, the police are contacted immediately by the setting manager (or the most senior member of staff present).

Staff must not delay contacting the police beyond this 15-minute timescale, even if internal searches are ongoing.

If it is suspected that the child may have been abducted or is at immediate risk of harm, the police are contacted without delay.

The parent/carer(s) are informed as soon as the police have been contacted.

Our manager contacts our director(s) to report the incident. A director attends the provision immediately to support the investigation alongside the management team where appropriate.

The Investigation

In line with EYFS statutory requirements, Ofsted are informed as soon as reasonably practicable and kept updated throughout the investigation.

Our director carries out a full investigation, taking written statements from all staff and volunteers present at the time of the incident.

Our manager, together with a member of the senior management team, meets with the parent/carer(s) to explain the investigation process and provide reassurance.

Parent/carer(s) are informed of their right to raise a complaint with the setting or directly with Ofsted.

Incident Reporting

Each member of staff present completes a written incident report detailing:

- The date and time the child was identified as missing.
- The exact location from which the child went missing (e.g. where at the setting or an outing venue).
- The staff and children present at the time and the name of the staff member responsible for the child.
- When and where the child was last seen, including the estimated time the child went missing.
- Actions taken by staff, including search procedures and the time the police and parents/carers were contacted.

Reports are counter-signed by a senior member of staff, with the date and time recorded.

A clear conclusion is drawn outlining how the incident occurred and what steps will be taken to reduce the risk of recurrence.

If a police investigation is required, all staff should cooperate fully. Children's Social Care will be involved where there are safeguarding concerns. Ofsted and the setting's insurance provider are informed where appropriate.

Managing People

Missing child incidents are distressing for all involved. CM Sports is committed to managing incidents calmly, professionally, and with sensitivity.

Staff involved, particularly the key person, may experience distress or anxiety. Our manager ensures staff are treated fairly and provided with appropriate support.

Parent/carer(s) may be understandably upset or angry. Meetings will always be attended by at least two senior members of staff. Aggression or threats towards staff will not be tolerated, and the police will be contacted if necessary.

Remaining staff must continue to support the other children in the setting, offering reassurance and answering questions honestly without discussing details of the incident.

Counselling or additional support will be considered for staff depending on the outcome of the incident.

Staff must not speak to the press or share information externally without authorisation from a director.