

## Grindleford and Eyam Playgroup - procedure

	<b>Annex A : Response Action</b>		Time	Tick here on completion
1.	<b>Confirmation of child lost</b> All staff team members communicate and use the code <b>“safeguard”</b> , quickly, calmly and together: <ul style="list-style-type: none"> <li>• Carry out a Headcount of children</li> <li>• Compare this to the daily register number</li> <li>• Identify and share the name of the missing child to all staff and helpers.</li> </ul>			
2.	<b>Safety of remaining children AT the pavilion</b> <ul style="list-style-type: none"> <li>• Move them all to one area inside the Pavilion</li> <li>• Assign 1 member of staff to supervise remaining children</li> </ul>	<b>Safety of remaining children AWAY from the pavilion</b> <ul style="list-style-type: none"> <li>• Move them all to the nearest safe area (this is likely to be the Pavilion, or it could be the fire circle if at forest school site). Use minimum number of staff to achieve this.</li> <li>• Assign 1 member of staff to supervise remaining children</li> </ul>		
3.	<b>Quick search</b> <ul style="list-style-type: none"> <li>• Interior of the building (including extension, store rooms, 2 toilets and shower area)</li> <li>• Immediate exterior of building up to 25m (including outside toilet and underneath balcony)</li> </ul>	<b>Quick search</b> <ul style="list-style-type: none"> <li>• Other available members of staff should retrace the route taken back to where the missing child was last seen.</li> </ul>		
4.	Close the car park gate (if open)			

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5.	<b>Identification of the Coordinator</b> This is likely to be the Supervisor			
6.	<b>Coordinator issues search areas to ALL available helpers / staff- USE ANNEX B</b> Ideally a personal mobile phone is used to communicate with the searchers in order to keep the pre-school mobile line open for agency phone calls	Annex B is to be used, but the Coordinator will need to assess the order of priority of areas to search depending on where the child was last seen.		
7.	<b>Coordinator raises the alarm</b> The Coordinator "mans" the pre-school mobile phone and makes the following calls (in this order):  <b>No 1- Police. Number: 999</b> , a suggested script is: <i>"I am ringing from Grindleford and Eyam Playgroup, S32 2JN. One of our children is missing. We are located near a river and open countryside. I ask that you mobilise Edale Mountain Rescue Team (EMRT) to help as they can support the search with local knowledge and expertise."</i>  <b>No 3 - Member of the Committee.</b> Ideally this should be the Chair or vice chair. The Chair should then call the parent. Remind them to log the call (time and details). Suggested script is: <i>" xxxxx is missing from pre-school. We have activated our search plan, the police have been called out. Whilst we know this is hugely distressing for you we need you to remain as calm as possible. Is it possible for you or someone to check that xxxxx has not returned to your home? You are welcome to come to pre-school. I am on my way down there and will update you on my arrival."</i>			

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	<b>No 4 – Other committee members</b> The Chair should then ring other members of the committee so that anyone free can assist in the initial search. It is essential to gain any back-up possible at this critical stage.		
8.	<b>Start to complete details on Annex C</b>		
9.	<b>Brief Police and EMRT</b> on arrival with both the following documents <ul style="list-style-type: none"><li>• Search area check list (<b>Annex B</b>)</li><li>• Lost child Brief (<b>Annex C</b>)</li></ul>		
10.	<b>Update parent</b> and ensure parent is given maximum support on arrival		
11.	Consideration is given to sending children home early if an extended search is required		