

## Missing child

### In the building

- As soon as it is noticed that a child is missing, the member of staff informs the designated person in charge who initiates a search within the setting.
- If the child is found on-site, the designated person in charge checks on the welfare of the child and investigates the circumstances of the incident.
- If the child is not found on site, one member of staff searches the immediate vicinity, if there is no sign of the child, the police are called immediately.
- The parents are then called and informed.
- The designated person in charge contacts their designated safeguard lead (if they are not already the person in charge), to inform them of the situation and seek assistance.

### Off-site (outing or walk)

- As soon as it is noticed that a child is missing, the designated person in charge carries out a headcount.
- One member of staff searches the immediate vicinity.
- If the child is not found, the senior staff calls the police and then contacts the designated safeguard lead.
- The designated safeguard lead or deputy DSL informs the parents.
- Members of staff return the children to the setting as soon as possible if it is safe to do so. According to the advice of the police, one senior member of staff should remain at the site where the child went missing and wait for the police to arrive.
- The designated person in charge contacts the designated safeguard lead, who attends the setting.

### Recording and reporting

- A record is made on a Safeguarding incident reporting form. The manager as designated safeguarding lead completes and circulates the confidential safeguarding incident report form to the management committee safeguard on the same day that the incident occurred.

### The investigation

- Ofsted are informed as soon as possible (and at least within 14 days).
- The designated safeguarding lead carries out a full investigation.
- The designated safeguarding lead, Manager (if not the DSL), and person in charge on the day speak with the parents together and explain the process of the investigation



- Each member of staff present during the incident writes a full report using a Safeguarding incident reporting form, which is filed in the child's file. Staff do not discuss any missing child incident with the press or anybody else outside of the setting in line with the confidentiality clause in the staff code of conduct.