



Missing child guidance

In the building

- As soon as it is noticed that a child is missing, the member of staff informs the designated person who initiates a search within the setting.
- If the child is found on-site, the designated person 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 safeguarding lead contacts the setting manager, to inform them of the situation and seek assistance if she is not on site.

Off-site (outing or walk)

- As soon as it is noticed that a child is missing, the senior staff present carries out a headcount.
- One member of staff searches the immediate vicinity.
- If the child is not found, the senior staff member calls the police and then contacts the designated safeguarding lead.
- The designated person 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 safeguarding lead on that day contacts the setting manager , who attends the setting.

Recording and reporting

- A record is made of the entire incident. The manager as designated person completes a Confidential safeguarding incident report form on the same day that the incident occurred and notifies the trustees of the management committee of what has happened.

The investigation

- Ofsted are informed as soon as possible (and at least within 14 days).
- The designated officer carries out a full investigation.
- The designated person and the manager 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 our Safeguarding incident reporting form, which is filed in the child's file. Staff do not discuss any missing child incident with the press.