

## 06 Safeguarding children, young people and vulnerable adults procedures

### 06.5 Missing child

#### In the building

- As soon as it is noticed that a child is missing, the member of staff informs the designated lead person who initiates a search within the setting.
- If the child is found on-site, the designated lead 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 lead person contacts their back-up designated officer Rachel Smith, 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 senior staff present 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 lead person.
- The designated lead 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 lead person contacts the back-up designated officer, who attends the setting.

#### Recording and reporting

- A record is made on 06.1a Child welfare and protection summary and 06.1b Safeguarding incident reporting form. The manager as designated lead person completes and circulates 06.1c Confidential safeguarding incident report form to the back-up designated officer on the same day that the incident occurred.

#### The investigation

- Ofsted are informed as soon as possible (and at least within 14 days).
- The back-up designated officer Rachel Smith carries out a full investigation.
- The designated lead person and the back-up designated officer Rachel Smith 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 06.1b Safeguarding incident reporting form, which is filed in the child's file. Staff do not discuss any missing child incident with the press.