

## 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 who initiates a search within the setting.
- If the child is found on-site, the designated lead 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 contacts their designated officer, 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.
- The designated lead 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 contacts the 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 completes and circulates 06.1c Confidential safeguarding incident report form to the Committee Officers and 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 designated officer carries out a full investigation.
- The designated lead and the designated officer 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 treat the matter as strictly confidential and do not discuss the incident with any other persons.