

06 Safeguarding children, young people and vulnerable adults' procedures

06.5 Missing child

In the building Cottontails Preschool

- As soon as it is noticed that a child is missing, the member of staff informs the designated safeguarding Officer who initiates a search within the setting.
- If the child is found on-site, the designated safeguarding Officer 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/carers are then called and informed.
- If safeguarding officer is not on site senior practitioner is to take charge until the officer can arrive at the setting

Off-site Cottontails Preschool (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 safeguarding Officer, (if not already on the outing).
- The designated safeguarding Officer informs the parents/carers.
- 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.

Recording and reporting

- A record is made on 0Child welfare and protection summary and Safeguarding incident reporting form. The senior practitioner completes and circulates Confidential safeguarding incident report form to the designated officer on the same day that the incident occurred if the officer has not been present

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 officer speak with the parents/carers together and explain the process of the investigation.
- Staff present during the incident writes a full report Safeguarding incident reporting form is filed in the child's file. Staff do not discuss any missing child incident with the press.