



## Missing child

### In the building

- As soon as it is noticed that a child is missing, the member of staff informs the designated officer who initiates a search within the setting.
- If the child is found on-site, the designated 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 are then called and informed.

### 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 officer.
- The designated officer 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.

### Recording and reporting

- A record is made on the Safeguarding incident reporting form. The designated officer contacts the chair and reports the incident.

### 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 and the chair 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 the Safeguarding incident reporting form, which is filed in the child's file. Staff do not discuss any missing child incident with the press.