



Missing Child Policy

Missing Child Policy

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 person contacts the Chair person, 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 person.
- 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 person contacts the Chair person, who attends the setting.

Recording and reporting

- A record is made on 'Child welfare and protection summary' and 'Safeguarding incident reporting form'. The manager as designated person completes and circulates 'Confidential safeguarding incident report form' to the Chair person on the same day that the incident occurred.

The investigation

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

Should you have any complaints or grievances concerning this policy please bring the matter to our attention by following the procedures detailed in our Complaints Policy.

This policy was adopted at a meeting of Rolleston Pre-School

Held on _____

Signed on behalf of the Management Committee _____

Role of Signatory _____