

# Muddy Boots Pre-School CIO

## Child Protection - Missing Child



Review Date:

SEE COMMITTEE POLICY REVIEW SCHEDULE

## **Child Protection**

### **Missing child**

#### **Policy statement**

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the outings procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

#### **Procedures**

##### **In the building**

- As soon as it is discovered 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 their local authority 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 person. A mobile phone will be in staff possession for this purpose only, and subsequently for any other calls which need to be made in relation to the incident.
- 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 local authority designated officer, who attends the setting.

### **Recording and reporting**

- A record is made on 1.9 Child welfare and protection summary form and 1.9a Safeguarding incident reporting form. The manager as designated person completes and circulates 1.9b Confidential safeguarding incident report form to the 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 person 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 1.9a Safeguarding incident reporting form, which is filed in the child's file. Staff do not discuss any missing child incident with the press.