

Safeguarding children, young people and vulnerable adults procedures

**Missing child**

# In the building

* As soon as it is noticed that a child is missing, the member of staff informs the designated safeguarding lead/pre-school leader who initiates a search within the setting.
* If the child is found on-site, the designated safeguarding lead/pre-school leader 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.
* The designated safeguarding lead/pre-school leader contacts their designated safeguarding committee member/committee chair.

**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 safeguarding lead/pre-school leader, (if not already on the outing).
* The designated safeguarding lead/pre-school leader 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.
* The designated safeguarding lead/pre-school leader contacts the designated safeguarding committee member/committee chair.

# Recording and reporting

# A record is made on a Wiltshire Council welfare concern form. The designated safeguarding lead completes and circulates a Confidential safeguarding incident report form to the designated safeguarding committee member/committee chair 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 safeguarding committee member/committee chair carries out a full investigation.
* The designated safeguarding lead/pre-school leader and the designated safeguarding committee member/committee chair speak with the parents/carers together and explain the process of the investigation.
* Staff members present during the incident write a full report on a Wiltshire Council welfare concern form and filed in the child’s file.
* Staff do not discuss any missing child incident with the press.

This procedure is adopted at a meeting by Thames Pre-school Committee