



06 Safeguarding children, young people and vulnerable adults' procedures

06.05 Missing child

In the building

- As soon as it is noticed that a child is missing, the senior staff member present carries out a headcount.
- The member of staff informs the DSL and/or the DDSL who initiates a search within the setting.
- If the child is found on-site, the DSL and/or the DDSL 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.

Off-site (outing or walk)

- As soon as it is noticed that a child is missing, the senior staff present carries out a headcount.
- The member of staff informs the DSL and/or the DDSL who initiates a search of the immediate vicinity.
- If the child is not found, DSL and/or the DDSL calls the police on 999.
- DSL and/or the DDSL 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 will remain at the site where the child went missing and wait for the police to arrive.

Recording and reporting

- A record is made on a purple form and reported on CPOMs.

The investigation

- Ofsted are informed as soon as possible (and at least within 14 days).
- The DSL and/or the DDSL carries out a full investigation.
- The DSL and/or the DDSL speak with the parents/carers together and explain the process of the investigation.
- Staff present during the incident write a full report using the purple forms and reported on CPOMs.
- Staff do not discuss any missing child incident with the press.