



### 1.6

#### Missing child

##### In the building

- As soon as it is noticed that a child is missing, the member of staff informs the designated persons who initiates a search within the setting.
- If the child is found on-site, the designated persons check 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 (fire practice)

- As soon as it is noticed that a child is missing, the staff present carry out a headcount.
- One member of staff searches the immediate vicinity.
- If the child is not found, the manager/deputy call the police.
- The designated persons inform 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 Child welfare and protection summary and Safeguarding incident reporting form. The manager as designated person completes Confidential safeguarding incident report form to the designated persons 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 person carries out a full investigation.
- The designated persons 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.

This policy was adopted by

Sunnybank pre-school

Adopted on

01/04/2017

Date reviewed

17/05/2026

Date to be reviewed

May 2027

Signed on behalf of the provider

*Cheryl Day*

Name of signatory

Role of signatory (e.g. chair, director or owner)