



06 Safeguarding children, young people and vulnerable adults procedures

06.5 Missing child

Children's safety is our highest priority, both on and off the premises. Every attempt is made, through the implementation of our outing's procedure and our 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: -

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.
- The register is checked to make sure no other child has also gone astray.
- The supervisor will carry out a thorough search of the building and garden.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- 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 there is no sign of the child, the police are called immediately.
- A recent photograph and a note of what the child was wearing would be given to the police.
- The parents are then called and informed.
- The designated person contacts their designated officer, to inform them of the situation and seek assistance.

Off-site (outing or walk)

This describes what to do when our staff have taken a small group on an outing, leaving our supervisor and/or other staff back in our setting. If our supervisor has accompanied children on the outing, the procedures are adjusted accordingly. What to do when a child goes missing from a whole group outing may be a little different, as parents usually attend and are responsible for their own child.

- 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 designated officer, who attends the setting.
- Our staff keep clam and do not let the other children become anxious or worried.

Recording and reporting

- A record is made on 06.1a Child welfare and protection summary and 06.1b Safeguarding incident reporting form. The manager as designated person completes and circulates 06.1c 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, together with a committee member.
- 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 06.1b Safeguarding incident reporting form, which is filed in the child's file. Staff do not discuss any missing child incident with the press.
- The playgroup chair would be contacted, and they would carry out a full investigation, taking written statements from all our staff and volunteers who were present.
- The insurance provider would be informed.

This policy was adopted at a meeting of
Held on
Signed on behalf of Tansor Playgroup Committee
Role of signatory

Tansor Playgroup Committee
27 September 2021
Karena Corkill
Co-Chair of Playgroup Committee