

06 Safeguarding children, young people and vulnerable adults procedures

06.5 Missing child

On site

- As soon as it is noticed that a child is missing, the member of staff informs management, or the most appropriate senior staff and a thorough search is carried out within the buildings and grounds.
- Contact will be made to Watcombe Primary School to inform them of a missing child on site.
- If the child is found on-site, the welfare of the child is checked, and an investigation carried out on the circumstances of the incident.
- If the child is not found on site, at least 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 incident is recorded and reported to authorities as required.

Off-site (outing or forest school)

- As soon as it is noticed that a child is missing, the senior staff present carries out a headcount.
- The safety of all remaining children is ensured and managed appropriately.
- At least one member of staff searches the immediate vicinity.
- If the child is not found, the senior staff calls the police.
- A detailed description of the location must be given.
- The company mobile phone will be used to contact the setting. Appropriate support and actions will be carried out from the setting.
- The parents are informed.
- 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 the same day that the incident occurred. This is undertaken by the DSL and the senior staff member present at the time.
- Each member of staff present during the incident writes a full report.

The investigation

- Ofsted are informed as soon as possible (and at least within 14 days).
- The DSL and DSL director carries out a full investigation.
- The DSL and management speak with the parents together and explain the process of the investigation