



Missing child procedure

In the building - Skylarks Community Preschool

- As soon as it is noticed that a child is missing, the member of staff informs the designated safeguarding lead who initiates a search within the setting.
- If the child is found on-site, the designated safeguarding lead 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 manager talks to our staff to find out when and where the child was last seen and records this.
- The manager reports the incident. Our manager comes to the provision immediately to carry out an investigation.

Child going missing on an outing – Skylarks Community Preschool

- 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, (if not already on the outing).
- The designated safeguarding lead 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.
- Incident reports are completed
- Staff keep calm and do not let the other children become anxious or worried.

Recording and reporting

- A record is made on a child welfare and protection summary and a safeguarding incident reporting form. The designated safeguarding lead completes and circulates a confidential safeguarding incident report form to the same day that the incident occurred.

The investigation

- Ofsted are informed as soon as possible and within 14 days of the incident.
- The designated officer and manager carries out a full investigation, taking written statements from all our staff and volunteers who were present.
- The manager, speaks with the parent(s) and explains the process of the investigation.
- The parent(s) may also raise a complaint with us or Ofsted.
- Each member of staff present writes an incident report detailing:
 - The date and time of the incident.
 - Where the child went missing from e.g. the setting or an outing venue.
 - Which staff/children were in the premises/on the outing and the name of the staff member who was designated as responsible for the missing child.
 - When the child was last seen in the premises/or on the outing, including the time it is estimated that the child went missing.
 - What has taken place in the premises or on the outing since the child went missing.
 - The report is counter-signed by the senior member of staff and the date and time added.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all our staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff and parents. Children's social care may be involved if it seems likely that there is a child protection issue to address.
- In the event of disciplinary action needing to be taken, Ofsted are advised.
- The insurance provider is informed.
- Staff do not discuss any missing child incident with the press.

This procedure was adopted by Skylarks Community Preschool (name of provider)

On 1st August 2022 (date)

Date to be reviewed 1st August 2023 (date)

Signed on behalf of the provider

Name of signatory Kathleen Thomson

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

Date Reviewed	Changes	Signature
7 th August 2023	N/A	
14 th August 2024	N/A	
15 th August 2025	N/A	
1 st August 2026	Recording and reporting	