



Chelmer Village Hall, Chelmer Village Square, Chelmsford, Essex CM2 6RF
Telephone: 07901 886488
Registered Charity No. 1054083

6.05 Missing child

In the building

- 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 DSL 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 are then called and informed.
- The DSL contacts their designated officer, to inform them of the situation.

Off-site (outing or walk)

- 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 DSL
- The DSL 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 DSL contacts the DO, who attends the setting.

Recording and reporting

- A record is made on a **Child Welfare and Protection summary** and a **Safeguarding Incident Reporting form**. The manager as DSL completes and circulates a **Confidential Safeguarding Incident Report form** to the DO on the same day that the incident occurred.

The investigation

- Ofsted are informed as soon as possible (and at least within 14 days).
- The DO carries out a full investigation.

- The DSL and the DO 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.