Safeguarding children, young people and vulnerable adults procedures

**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 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 are then called and informed.
* The designated safeguarding lead contacts their designated officer, to inform them of the situation.

**Recording and reporting**

* A record is made on Child welfare and protection summary and Safeguarding incident reporting form. The manager as designated safeguarding lead completes and circulates 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.
* The designated safeguarding lead 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.