

Safeguarding children, young people and vulnerable adult’s procedures

**Missing child procedure**

**To be read alongside the Child protection policy.**

**Children’s safety at Frimley Green Pre-School is the highest priority. Every effort is made to ensure the security of the children is always maintained.**

All doors leading from the main hall are secured before the start of each session. Children are supervised when moving from the hall to use the toilets. Regular headcounts are completed through out the session.

In the unlikely event that a child goes missing, the missing child procedure is followed.

It is important that everybody remains calm.

# 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. Doors and gates are checked to see if there has been a breach in security.
* 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 the Supervisor and the Chairperson, 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.
* If parents attend an outing, they will be responsible for their own child.
* 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 person.
* The designated safeguarding lead or most senior member of staff 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 safeguarding lead contacts the supervisor who will inform the chairperson.

**Recording and reporting**

A record is made on an incident form. The supervisor or designated safeguarding lead completes and circulates a Confidential safeguarding incident report form to the chairperson on the same day that the incident occurred.

# The investigation

* Ofsted are informed as soon as possible (and at least within 14 days).
* The chairperson and supervisor carry out a full investigation. The Local Area Designated Officer (LADO) will be informed.
* Two members of staff will speak with the parents together (this may be the designated safeguarding lead, supervisor or chairperson) and explain the process of the investigation. Parents will need to be supported as they are likely to feel fraught and upset however aggression directed towards staff will not be tolerated.
* Each member of staff present during the incident writes a full report using a Safeguarding incident reporting form, which is filed in the child’s file. This will include the date, time, what was happening in and around the premises.
* Staff do not discuss any missing child incident with the press.
* Staff members may require support during the investigation.
* The insurance provider will be informed.

Ofsted contact number 0300 123 1231