

The Willow Tree Nursery School

Missing child

In the building: The Willow Tree Nursery School

- As soon as it is noticed that a child is missing, the practitioner 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 practitioner 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 designated safeguarding lead contacts the manager.

Off-site: The Willow Tree Nursery School (outing or walk)

- As soon as it is noticed that a child is missing, the senior practitioner present carries out a headcount.
- One practitioner searches the immediate vicinity.
- If the child is not found, the senior practitioner calls the police and then contacts the designated safeguarding lead, (if not already on the outing).
- The designated safeguarding lead informs the parents/carers.
- Practitioners 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 practitioner should remain at the site where the child went missing and wait for the police to arrive.
- The designated safeguarding lead contacts the designated officer/manager

Recording and reporting

- A record is made in the 'Child welfare and protection summary' and on a 'Safeguarding incident reporting form.' The designated safeguarding lead completes and circulates the 'Confidential safeguarding incident report form' to the designated officer/manager 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/carers together and explain the process of the investigation.
- Practitioners present during the incident write a full report using the 'Safeguarding incident reporting form'. These are filed in the child's personal file. Practitiiners do not discuss any missing child incident with the press.
- Staff do not discuss any missing child incident with the press.
- Further information should only be shared by the manager or with the managers permission.

This policy was adopted by

On

Date to be reviewed

The Willow Tree Nursery School
