



## **06.5 Lost/Missing child**

### **In The Nest Setting**

- As soon as it is noticed that a child is missing, the member of staff informs the DSL/DDSL who initiates a search within the setting.
- If the child is found on-site, the DSL/DDSL 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 DSL/DDSL contacts the Directors.

### **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, (if not already on the outing).
- The DSL 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.
- The DSL/DDSL contacts the Directors.

### **Recording and reporting**

- A record is made on 06.1a Child welfare and protection summary and 06.1b Safeguarding incident reporting form. The DSL completes and circulates 06.1c

Confidential safeguarding incident report form to the Directors on the same day that the incident occurred.

### **The investigation**

- Ofsted are informed as soon as possible (and at least within 14 days).
- The DSL carries out a full investigation.
- The DSL speaks with the parents/carers and explains the process of the investigation.
- Staff present during the incident writes a full report using 06.1b Safeguarding incident reporting form, is filed in the child's file. Staff do not discuss any missing child incident with the press.