

Safeguarding and Welfare Requirements: Child Protection

Parc Eglos Nursery: Missing Child Procedure

In the building

- As soon as it is noticed that a child is missing, the member of staff informs the designated person who initiates a search within the setting.

Nursery Teacher, DSL- Christopher Powley, DDSL/Headteacher- Jayne Banner, DDSL- Tony Flint

- If the child is found on-site, the designated person checks on the welfare of the child and investigates the circumstances of the incident.
- If the child is not found on site, members 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 person contacts **the headteacher and the Chair of Governors**, to inform them of the situation and seek assistance.

Off-site (outing or walk)

- As soon as it is noticed that a child is missing, the senior staff present carries out a headcount.
- Members of staff search the immediate vicinity (main group remain in ratio).
- If the child is not found, the senior member of staff calls the police and then contacts the designated person.
- The designated person 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, the senior member of staff should remain at the site where the child went missing and wait for the police to arrive.
- The designated person contacts **the headteacher and the Chair of Governors**, who attends the setting.

Recording and reporting

- A record is made of the incident and the designated person completes and circulates the incident report to **the headteacher and the Chair of Governors** 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 **and the headteacher** carries out a full investigation.

- The designated person and **the headteacher** speak with the parents together and explain the process of the investigation
- Each member of staff present during the incident writes a full report, dated and signed. Staff do not discuss any missing child incident with the press.

Adopted by Parc Eglos Nursery

On March 2023

Date to be reviewed March 2024

Signed on behalf of the provider Parc Eglos Nursery

Name of the signatory Mr Keith Warham

Role of the signatory Chair of Governors