

06 Safeguarding children, young people and vulnerable adults procedures

06.05 Missing child

Section 1

(A) - ON-SITE - IN THE BUILDING AND IN THE GROUNDS OF ROWNHAMS ST JOHNS PRIMARY SCHOOL

As soon as it is noticed a child is missing, the member of staff informs the Designated Safeguarding Lead (Childcare Manager) who initiates a search within the setting.

If the child is found on-site, the Designated Safeguarding Lead (Childcare Manager) checks on the welfare of the child and investigates the circumstances of the incident. Childcare Manager to use her discretion on where to report depending on the circumstances e.g notes on FAMLY, witness statement or formal notification to Safeguarding/OFSTED

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 (Director), to inform them of the situation.

Incident to be reported – follow Section 2 below.

(B) - OFF-SITE – TRANSFER TO PRE-SCHOOL FROM ROWNHAMS AND ST JOHNS PRIMARY SCHOOL (AFTER SCHOOL CLUB)

Booked to attend After School Club – not present at school for collection

Designated (qualified) staff member to ensure they have the office mobile, policy including process flow and the register of children being collected from Rownhams St John prior to leaving pre-school to collect.

If a child has specific medication e.g. EPI pen, inhalers, make sure these are with the child prior to leaving the school.

As soon as it is noted a child is not available for collection from the classroom, Senior staff member to speak with the school office to check they were at school that day.

Seek confirmation that the child has been collected and by whom or they did not attend school that day. This information/discussion to be recorded on FAMLY when returning to the setting.

If collection by a parent/carer has taken place or they have not attended school that day, return to the setting and inform Designated Safeguarding Lead (Childcare Manager). Contact to be made with family member to check child is safe and seek confirmation that the child will not be attending After School Club. Information/discussion to be recorded on FAMLY.

If collection by parent/carer **cannot** be confirmed, **the school** to contact parents whilst staff member stays with school office team.

Other staff members to return the children to the setting as soon as it is safe to do so (telephone pre-school and request a further staff member to come across to escort children back to setting) and immediately inform the Designated Safeguarding Lead (Childcare Manager) or Designated Safeguarding Person (Deputy Manager/Senior).

Designated Safeguarding Lead (Childcare Manager) or Designated Safeguarding Person (Deputy Manager/Senior) to liaise directly with the school to agree support and next steps.

The Designated Safeguarding Lead to inform the Designated Officer (Director).

NOTE – it is not our responsibility to report however we have a duty of care to ensure that it has been reported if appropriate.

NOTE – A child **MUST NOT** be collected for After School Club in the following circumstances

- If there are visible signs/feedback from the school the child to be collected is displaying challenging behaviour, is distressed or uncooperative in any way, the child **MUST** remain at school. Staff to notify Designated Safeguarding Lead (Childcare Manager)/Designated Safeguarding Person (Deputy/Senior) immediately on return to the setting, who will then liaise directly with the school on making a decision if he/she will attend After School Club.
- If advised the child has misbehaved during the school day including the destruction of school property and/or exclusion from lessons, the child **MUST** remain at school. It is the school's responsibility to contact the parent/carer and to request the parent/carer to contact the Childcare Manager/Deputy Manager to agree next steps.

(C) - TRANSFER FROM PRE-SCHOOL TO ROWNHAMS ST JOHN (BREAKFAST CLUB)

Designated (qualified) staff member to ensure they have the office mobile, policy including process flow and the register of children being transferred to Rownhams St John prior to gathering children together.

Prior to leaving the premises of Horns Drove Community Childcare children are counted before leaving and again when leaving through the pre-school gates – making sure numbers and names tally with the register. Make sure any medication is to hand as required e.g EPI-pen. One adult to walk at the front and the other to follow at the rear. When dropping off children to their classrooms, staff must watch each child physically enter the room and recount the remaining children. This process is carried out until all children have safely entered school. Staff to return to the pre-school retracing the original route taken ensuring all children have remained in class.

If a child goes missing prior to leaving the pre-school follow process documented in section (A) above.

If a child goes missing on route to/from Rownhams St Johns/Horns Drove Community, Senior staff member to carry out a headcount check to the register, identify which child(ren) are not present.

Designated (qualified) staff member to search the immediate vicinity. Second staff member to stay with the remaining children and telephone the pre-school to request another staff member to come across to support with delivering of children to classrooms/to return to the preschool.

If the child is not found, the designated (qualified) senior staff member to contact the police and then the Designated Safeguarding Lead (Childcare Manager) or Designated Safeguarding Person (Deputy Manager/Senior).

The Designated Safeguarding Lead (Childcare Manager) or Designated Safeguarding Person (Deputy Manager/Senior) to inform parents.

The Designated Safeguarding Lead to inform the Designated Officer (Director).

Incident to be reported – follow Section 2 below.

(D) - OFF-SITE (OUTING/WALK)

Designated (qualified) staff member to ensure they have the office mobile, policy including process flow and the register of children taking part in the activity, together with any medication required by child e.g EPI Pen, Inhaler.

As soon as it is noticed that a child is missing, the designated (qualified) staff member present to complete a headcount check and carry out a search of the immediate vicinity.

If the child is not found, the designated (qualified) staff member to contact the police and then the Designated Safeguarding Lead (Childcare Manager) or Designated Safeguarding Person (Deputy Manager/Senior).

According to the advice of the police, one designated (qualified) member of staff should remain at the site where the child went missing and wait for the police to arrive.

Remaining staff to stay with the other children, returning the children to the setting as soon it is safe to do so.

The Designated Safeguarding Lead (Childcare Manager) or Designated Safeguarding Person (Deputy Manager/Senior) to inform parents.

Members of staff to return the children to the setting as soon it is safe to do so. According to the advice of the police, one designated (qualified) member of staff should remain at the site where the child went missing and wait for the police to arrive.

The Designated Safeguarding Lead to inform the Designated Officer (Director).

Incident to be reported – follow Section 2 below.

Section 2

Recording and Reporting

- Information is recorded using [06.1b Safeguarding incident reporting form](#), and a concise summary entered on [06.1a Child welfare and protection summary](#). Discussion with parents and any further discussions with social care/police are recorded. If recording a conversation with parents that is significant, regarding the incident or a related issue, parents are asked to sign and date, [06.1d Witness Statement form](#), it a record of the conversation. It should be clearly recorded what action was taken, what the outcome was and any follow-up.
- If a referral was made, copies of all documents are kept and stored securely and confidentially (including copies in the child's safeguarding file).
- Each member of staff/volunteer who has witnessed an incident or disclosure should also make a written statement on [06.1b Safeguarding incident reporting form](#), as above.
- The referral is recorded on [06.1a Child welfare and protection summary](#).
- Follow up phone calls to or from social care/police are recorded in the child's file; with date, time, the name of the social care worker and what was said.
- Safeguarding records are kept up to date and made available for confidential access by the designated officer to allow continuity of support during closures or holiday periods.

Reporting a serious child protection incident using 06.1c Confidential safeguarding incident report form

- The Designated Safeguarding Lead (Childcare Manager) is responsible for reporting to the Designated Safeguarding Officer (Director) and seeking advice if required prior to making a referral as described above.
- For child protection concerns at Tier 3 and 4** it will be necessary for the Designated Safeguarding Lead (Childcare Manager) to complete 06.1c Confidential safeguarding incident report form and send it to the Designated Safeguarding Officer (Director).
- Further briefings are sent to the Designated Safeguarding Officer (Director) when updates are received until the issue is concluded.

** Tier 3: Children with complex multiple needs, requiring specialist services to achieve or maintain a satisfactory level of health or development or to prevent significant impairment of their health and development and/or who are disabled. Tier 4: Children in acute need, who are suffering or are likely to suffer significant harm.

Ofsted informed as soon as possible (and at least within 14 days).

The Designated Officer to carry out a full investigation.

The Designated Safeguarding Lead (Childcare Manager) to complete and circulates 06.1c Confidential safeguarding incident report form to the Designated Officer (Director) on the same day that the incident occurred. Staff do not discuss any missing child incident with the press.

Refer to Appendix A (Process flow – Reporting Safeguarding Concern for a Child) and Appendix B (Process flow – Reporting Safeguarding Concern for an Adult)

Document

Date adopted	25 th November 2024
Date last reviewed	24 th March 2026
Date to be reviewed	23 rd March 2026
Signed	Lily Greenough
Name of signatory	Lily Greenough
Role of signatory	Deputy manager

Version Log

Version	Changes	Date Adopted	Name
1.00		24 th September 2024	Michelle Overton
1.1	Included 'make sure any medication required is taken when transferring to and from preschool to Rownhams St John e/g EPI Pen	5 th March 2025	Michelle Overton
2.00	Including provision re not disclosing any incidents of missing children to the press.	23 rd March 2026	Lily Greenough

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