



**Bishop Cornish Education Centre**  
**Ofsted Registration No: EY397520**



**Missing child**

**In the building**

- As soon as it is noticed that a child is missing, the member of staff informs the designated person (setting manager, deputy in their absence) who initiates a search within the setting.
- The register is checked to make sure all other children are accounted for.
- Doors and gates in the vicinity are checked for breaches in security.
- 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, one member of staff searches the immediate vicinity and contacts the school to see if anyone can help, if there is no sign of the child, the police are called immediately.
- The parents are then called and informed.
- The setting manager contacts their designated person (Head Teacher of School), 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.
- 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 person (setting manager, deputy in their absence).
- The setting manager 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 setting manager contacts the designated officer (Head Teacher of School), who attends the setting.

### **Recording and reporting**

- A record is made on a Child welfare and protection summary (form 1a) and Safeguarding incident reporting form (form 1.b). The manager as designated person completes and circulates Confidential safeguarding incident report form (form 1c) to the designated officer (Head Teacher of School) 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 (Head Teacher of School) carries out a full investigation. All other members on the Board of Trustees are informed of the incident.
- The designated person (setting manager) and the designated officer (Head Teacher of School) speak with the parents together and explain the process of the investigation
- Each member of staff present during the incident writes a full report using Safeguarding incident reporting form, which is filed in the child's file. Staff do not discuss any missing child incident with the press.

January 2022