



# PUDDLEDUCKS

## Nursery and Pre-School

### MISSING CHILD POLICY

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Safeguarding children, young people and vulnerable adults procedures

#### **Missing child**

##### **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.
- 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, if there is no sign of the child, the police are called immediately.
- The parents are then called and informed.
- The designated person contacts their designated officer, 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 to make sure no other child has gone astray
- Doors and gates are checked to make sure if there has been a breach of security whereby a child could wander out
- 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.

- 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, one 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 designated officer, who attends the setting.

### **Recording and reporting**

- A record is made on Child Accident / Incident Record and Safeguarding incident reporting form. The manager as designated person completes and circulates Confidential safeguarding incident report form to the designated officer on the same day that the incident occurred.

### **The investigation**

- Ofsted are informed as soon as possible (and at least within 14 days).
- The insurance provider is informed
- The designated officer carries out a full investigation.
- The designated person and the designated officer 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 a Safeguarding incident reporting form, which is filed in the child's file. Staff do not discuss any missing child incident with the press.



## Safeguarding incident reporting form (for concerns, child welfare, physical intervention, witness statement, fact-finding)

During the Covid outbreak, this form is also to be used to record contact with families of vulnerable children and those who are considered to be on the edge of needing additional support and are currently not attending the setting

**Name of setting:**

**Child's name:**

**Name of person reporting:**

**Name of designated person:**

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**Date of birth:**

**Job title:**

**Job title:**

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**Date of concern** – when observation, event, disclosure was made

**Nature of Concern.** In the space below describe what was observed, using a body diagram, if necessary.

**Impact:** what are your main concerns about how this might impact on the child physically or emotionally, please include the child's voice (as appropriate)?

**Response to allegation/complaint:** Please advise in your words, what happened, when and where, what did you see or hear and where you were in relation to the alleged incident.

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Signature of person completing the form \_\_\_\_\_

Hand this form to your setting's designated person; discuss your concerns and agree what action is to be taken and when it will be reviewed.

**Outcome decisions/actions to be taken** (Tick all that apply)

No further action

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Offer support (provide details)

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Continue to monitor (detail what, who by and until when)

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Referral/signposting/advice/guidance to be offered by setting (provide details)

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Refer to social care for child protection.

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Liaise with social care to refer to CAF (Common Assessment Framework)/EHA (Early Help Assessment)

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Signature of designated person: \_\_\_\_\_

Date completed: \_\_\_\_\_

**Physical intervention**

If this form is used to record an incident of physical intervention being used on a child to prevent them from harming themselves or others, please ask the parent to sign here to confirm that they have been informed of the circumstances of the event as recorded here.

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

# Confidential safeguarding incident report form

**New case or Update** (cross out to show correct option)

**Section A** Completed on the day of the incident by the designated person and emailed immediately with 'New Case' email heading, as an encrypted document to designated officer. As additional information becomes available this form is updated and re-sent. Updates with 'Update' in email heading, continue until the case/incident is resolved. It is important that additional fact-finding reports are included with this form. It is the designated person's responsibility to carry out a thorough fact finding of the incident in line with procedure 06.1 Responding to safeguarding or child protection concerns. It is the designated officer's responsibility to complete additional detail as indicated.

**Date & time of report:**

**Name of setting and Ofsted EY Number:**

**Manager's name:**

**Date and time of incident:**

**Child's full name, age, gender and date of birth:**

**Safeguarding Incident; does this relate to: (put a cross against most relevant)**

- a) referral to social care (early help, child protection, or other concern such as radicalisation)
- b) it has become known that a family has involvement with social care currently (i.e. child is subject to Child Protection plan, child in need plan or other form of early help assessment)
- c) a safeguarding incident in the nursery, e.g. child left unsupervised, or allegations against a member of staff.
- d) other


*Give a full and detailed description of the incident and background information*

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**Is there a CPP or any other involvement with children's social care?**

Yes/No

**Date and time LADO informed, and advice/instructions given by LADO with date provided:**

**Date and time owners/directors/trustees consulted, prior to informing Ofsted:**

**Date and time Social Care team informed:**

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**Date and time Ofsted informed:**

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**Date and time parents informed:**

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**Provide details on other persons/agencies informed of the incident** (including the designated person on the day of the incident, and note method of communication i.e. telephone, e-mail)

**Planned next steps/actions**

**Any implications for communications** i.e. press enquiries or parents enquiries, complaints etc (if known)

**Issues for registration, insurance and any other potential legal issues** (if known)

**Owners/directors/trustees considers HR implications** (e.g. disciplinary or grievance actions (if known))

**Update** (brief details and date)

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**Update** (brief details and date)

**Update** (brief details and dat)

**Report completed by:**

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**Section B** – to be completed by the designated officer when the necessary information is available.

Follow up action (if required), *e.g. risk assessments, staff training*

**Report of Investigation** (*Full and detailed report of the circumstances and outcome of the investigation. If a disciplinary hearing is held record date and outcome*)

**Outcome of Risk Assessment:**

*List areas at risk and how the risk has been mitigated. Has the risk assessment changed the practise of the staff or setting?*

What has been learnt from the incident? (*What should have been done/could have done, are procedural changes needed?*)

**Section C** to be completed by the designated officer and owners/directors/trustees.

Follow up actions:

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Learning to be cascaded across the organisation. How will this be done, by who and when?

Date to be reviewed:

Date case closed:

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**To be completed by manager where necessary**

Please record any follow-up action taken, where relevant:

Manager signature:

Date:

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