



Smalley Pre-school Missing Child Policy

(Registered Charity No. 1033193)

Church Hall, Main Road, Smalley, Ilkeston, Derbyshire DE7 6EF
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Objectives

At Smalley Pre-school, safeguarding children is a top priority, and all reasonable measures are implemented to prevent any child from leaving the premises without supervision. Prompt identification of a missing child is essential, as this significantly increases the likelihood of locating the child safely. To support this, staff carry out regular headcounts through the key person system, alongside standard registration checks.

In the event a member of staff is not able to identify a child's location, the following procedures will be followed.

In the setting building

- As soon as it is noticed that a child is missing, the member of staff informs the designated safeguarding lead, who initiates a search within the setting.
- If the child is found on-site, the designated safeguarding lead 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 designated safeguarding lead contacts their designated officer / line manager.

Off-site (outing or walk)

- As soon as it is noticed that a child is missing, the senior staff member present carries out a headcount.
- One member of staff searches the immediate vicinity.
- If the child is not found, the senior staff member calls the police and then contacts the designated safeguarding lead (if not already on the outing).
- The designated safeguarding lead informs the parents/carers.
- Members of staff return the other 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 safeguarding lead contacts the designated officer / line manager.


Recording and reporting

A record is made in the child welfare and protection summary and the safeguarding incident reporting form. The designated safeguarding lead completes and circulates a confidential safeguarding incident report form to the designated officer / line manager 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 / line manager carries out a full investigation.
- The designated safeguarding lead and the designated officer / line manager speak with the parents/carers together and explain the process of the investigation.
- Staff present during the incident write a full report using the safeguarding incident reporting form or the setting's management software system. The reporting form (if used) is filed in the child's file.
Staff do not discuss any missing child incident with the press.

This policy was adopted by Smalley Pre-school

On	23.12.25
Date to be reviewed	23.12.26
Signed on behalf of the provider	
Name of signatory	Joanne Rothwell
Role of signatory (e.g. chair, director or owner)	Chair of the Committee