**Missing Child Policy**At Chalke Valley Playschool, the safety and well-being of children are our highest priorities. In the rare event that a child goes missing, we follow the procedures below to ensure a swift and coordinated response.

Roles and Responsibilities

* Designated Person: Manager (Hannah) or Deputy Manager (Katie).
* Designated Officer: Chair of the Committee.

**Procedure: Missing Child on Site**

1. As soon as a child is noticed missing, the staff member informs the designated person.
2. The designated person initiates a search within the setting.
3. If the child is found on-site:
	* The designated person checks the child’s welfare and investigates the circumstances of the incident.
4. If the child is not found on-site:
	* A staff member searches the immediate vicinity.
	* If the child is not located, the police are called immediately.
	* The designated person contacts the parents to inform them of the situation.
	* The designated person also notifies the designated officer to provide details and request support.

**Procedure: Missing Child Off-Site (Outings or Walks)**

1. As soon as a child is noticed missing, the senior staff present conducts a headcount.
2. One staff member searches the immediate vicinity.
3. If the child is not found:
	* The senior staff member calls the police immediately.
	* The designated person is informed.
4. The designated person contacts the parents.
5. Staff return the remaining children to the setting if it is safe to do so.
6. Based on police advice, a senior staff member remains at the site where the child went missing to await their arrival.
7. The designated person notifies the designated officer, who attends the setting.

**Recording and Reporting**

* An incident form is completed by the designated person (manager or deputy manager) and shared with the designated officer the same day.

**Investigation Process**

1. Notifying Ofsted: Ofsted is informed of the incident as soon as possible, and no later than 14 days after it occurred.
2. Conducting an Investigation: The designated officer leads a full investigation.
3. Parent Communication: The designated person and officer meet with the parents to explain the investigation process.
4. Staff Reports: Each staff member involved in the incident completes a detailed report, which is filed in the child’s records.
5. Press Communication: Staff members are strictly prohibited from discussing the incident with the press.