

06 – Safeguarding Children, Young People & Vulnerable Adults Procedures

06.5 – Missing Child

Our Approach

At Peekaboo Childcare, your child's safety is our absolute priority. Although extremely rare, if a child is ever unaccounted for—whether inside the building or on an outing—we follow a strict and immediate procedure to keep all children safe.

If a Child Goes Missing Inside the Building

1. The moment staff notice a child is missing, they alert the Designated Safeguarding Lead (DSL) straight away.
2. The DSL starts an immediate search of the building.
3. If the child is found, the DSL checks they are safe and well, and looks into how the incident happened.
4. If the child is not found on-site, one staff member searches the immediate outside areas.
5. If there is no sign of the child, staff call the police immediately.
6. Parents are contacted straight away after the police have been called.

If a Child Goes Missing During an Outing or Walk

1. As soon as staff notice a child is missing, the trip leader completes a headcount and gathers all children together.
2. One staff member searches the immediate area.
3. If the child is not found, the trip leader calls the police first, then contacts the DSL.
4. The DSL then informs the parents as soon as possible.
5. If safe, staff bring the rest of the children back to the setting.
6. One senior member of staff may be asked by police to remain at the location until officers arrive.

Recording & Reporting the Incident

To ensure full transparency and learning:

- The DSL completes a Confidential Safeguarding Incident Report on the same day.
- Staff involved take written statements about what happened.
- Staff must not speak to the press.

Investigation

After the incident:

- Ofsted is notified as soon as possible and always within 14 days.
- The DSL leads a full internal investigation.
- Parents are invited to discuss the incident and are kept fully informed of the process.

Our aim is always to learn from any incident and strengthen safety procedures even further.