**Ofsted helpline number 0300 123 1231  
Ofsted Notifications (Allegations) 0300 123 4666**

**Children and Families Hub ((8:45-5:30 Mon – Thurs, 8:45-4:30 Fri) 0345 603 7627**

**Out of office number(all other times inc. Bank holidays) 0345 606 1212)**

**Email for emergency out of hours team :** [Emergency.DutyTeamOutOfHours@essex.gov.uk](mailto:Emergency.DutyTeamOutOfHours@essex.gov.uk)

**Non urgent e-mails to Children and Families Hub** [FOH@essex.gcsx.gov.uk](mailto:FOH@essex.gcsx.gov.uk)

**If in danger of imminent harm call the Police – (dial 9 for outside line) 999**

**Local Authority Designated Officer (LADO) 03330 139 797**

**Non urgent e-mails to LADO** [childrens.safeguarding@essex.gov.uk](mailto:childrens.safeguarding@essex.gov.uk)

**Essex Safeguarding Board** [www.escb.co.uk](http://www.escb.co.uk/)

**National Society for the Prevention of Cruelty to Children (NSPCC) 0808 800 5000**

**Independent Vetting and Barring Scheme contact centre number 0300 123 1111**

**To ensure information is up to date contact** [workingtogether@essex.gov.uk](mailto:workingtogether@essex.gov.uk)

**Essex Safeguarding Manager – Jo Barclay – 0333 013 1078**[jo.barclay@essex.gov.uk](mailto:jo.barclay@essex.gov.uk)

**Team around the family Safeguarding officer – TAFSO – tafso@essex.gov.uk   
South team – Jo Shea -** [Jo.shea@essex.gov.uk](mailto:Jo.shea@essex.gov.uk)

**Essex Effective support portal – for making non-urgent referrals and for latest guidance** <https://www.essexeffectivesupport.org.uk/home/>

**Essex County Council Provider Portal** <https://eycp.essex.gov.uk/safeguarding/>

**Our Designated Safeguarding Officer is Maggie Catmull**

**The 3 Pre-school Directors are: Maggie Catmull -Overall Manager (Ofsted Nominated person),**

**Sarah Duffy – Setting Manger, Katie Ramsey – SenCo**

06 Safeguarding children, young people and vulnerable adults procedures

**06.5 Missing child**

# In the building/ on the premises

* 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 Safeguarding Lead, 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.
* 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 Safeguarding Lead(DSL), who attends the setting.

**Recording and reporting**

* A record is made on 06.01b Safeguarding incident reporting form.
* If the incident is escalated to Children’s Social care or the LADO then 06.01c Confidential safeguarding incident reporting to the HUB form is completed by the DSL on the same day that the incident occurred.

# The investigation

* Ofsted are informed as soon as possible (and at least within 14 days).
* The DSL carries out a full investigation.
* The designated person and the DSL 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 06.1b Safeguarding incident reporting form, which is filed in the child’s file. Staff do not discuss any missing child incident with the press.