

# New Monkland Primary School



## *Getting it Right for Every Child* **Missing/Lost Child Policy**



Written: April 2025  
Review: August 2027

Any concerns around the safety of our children should be brought immediately to the attention of the Child Protection Co-ordinator. In New Monkland Primary and Nursery Class, this is **Mary Reid Head Teacher**. In the Head Teacher's absence, direct the concern to **Nichola Polatajko, Principal Teacher**.

### **Aim of this policy**

The aim of this policy is to provide advice and guidance for staff in relation to the procedures and protocols to be followed, outlined by the Care Inspectorate, in the unlikely event of a child going missing or separated from nominated staff.

### **New Monkland Primary School & Nursery Class**

Within New Monkland Primary School and Nursery Class, due diligence and all necessary precautions are taken to ensure that all children are always safe and secure, under the supervision of nominated staff. When children leave the premises, staff must follow procedure and protocol; outlined within this policy, to maintain the safety and supervision of all children.

### **Roles and Responsibilities**

#### **When working within the establishment, staff must:**

- Ensure registers are updated as soon as children arrive or leave the nursery.
- Make regular checks throughout the session to ensure all children are accounted for.
- Clearly display the number of children attending each session and regularly check numbers throughout the session.
- Ensure all staff know how many children are present at all times.
- Ensure children are within visual range of staff at all times.
- Ensure that they are familiar and confident with the procedures and protocols, outlined within this policy, to meet national and local guidance in relation to the safe supervision of children and young people.
- Work together to embed an ethos which promotes due diligence in relation to the safe supervision of children.
- Notify a member of management immediately where concerns about a child's whereabouts arises.

#### **When taking children out with the establishment, staff must:**

- Notify a member of management and update the register to indicate who is leaving the premises.
- Ensure that they have a copy of a register with the names of all children leaving the premises with them.
- Ensure that correct staff to child ratios are maintained.
- Regularly check the number of children present when out with the establishment.
- Take a mobile phone with them to make immediate contact if necessary.

**In the event of a child being unaccounted for, staff must:**

- While alerting management other staff will search the premises, or surrounding area, if out with the establishment, thoroughly and quickly.
- If child unaccounted for inform the police.
- Inform parents/carers.

**When the situation has been resolved:**

- Staff must review the reasons for the child being unaccounted for.
- Staff must identify the steps that must be taken to avoid a similar incident reoccurring.
- Management will notify the Care inspectorate at the first available opportunity and a will complete all relevant paperwork.

The shared responsibilities of Learning and Leisure Services and other agency employees are to safeguard the children within their care and to follow policy and procedure to ensure that all children are appropriately always supervised and actions and take appropriate when needed. This will ensure that the rights of the child are being protected and children are learning within an environment where their safety is paramount. It is the clear responsibility of all members of staff to adopt good practice through their work.

**UNCRC Links**

**Article 1:** Everyone under 18 has these rights.

**Article 2:** All children have these rights no matter what. All children should be treated equally.

**Article 3:** Adults should always do what is best for you.

**Article 11:** You have the right not to be kidnapped or taken out of the country illegally.

**Article 35:** You have the right to not be abducted, sold or trafficked.

**Health and Social Care Standards**

1.3 If my independence, control and choice are restricted, this complies with relevant legislation and any restrictions are justified, kept to a minimum and carried out sensitively.

1.12 I am fully involved in assessing my emotional, psychological, social and physical needs at

an early stage, regularly and when my needs change.

2.6 I am as involved as I can be in agreeing and reviewing any restrictions to my independence, control and choice.

2.24 I make informed choices and decisions about the risks I take in my daily life and am encouraged to take positive risks which enhance the quality of my life.

2.25 I am helped to understand the impact and consequences of risky and unsafe behaviour and decisions.

4.14 My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event.