



Saint Brendan's Nursery Class



Missing Child Policy

Rational

Maintaining children's safety is the highest priority at all times both on and off the premises. Every attempt is made to follow all procedures in place to ensure children are safe and accounted for throughout the day. In the unlikely event of a child going missing, our missing child procedure would be followed.

Aim

It is everyone's responsibility to keep children safe. All practitioners will ensure they know where children are at all times. We are aware of how and why children could potentially leave nursery without a staff member or parent/carer.

All staff members work together communicating effectively and have a shared understanding of their roles and responsibilities to keep children safe.

All St. Brendan's Nursery staff should know the whereabouts of children at all times. If any child is unaccounted for the following procedures should be followed:

Procedures

Child going missing on the premises

- As soon as it is noticed that a child is missing the staff member alerts the nursery lead immediately.
- A call should be made to alert the Head Teacher/SLT
- Doors and gates are checked to see if there has been a breach of security
- One member of staff should check the route from the nursery front door into the carpark, other staff member should check any access gates in the outdoor area, leading to the school grounds
- A headcount is carried out, last update of recorded numbers along with the register should be checked, to make sure no other children have gone astray
- All indoor areas and school corridors should be checked.
- The lead practitioner will investigate where the child was last seen and report this to the nursery team and SLT.
- If the child is not found within the nursery building or grounds, then the Head Teacher/Principal Teacher should contact the parents and the police.
- Staff in the nursery should continue to look after the remaining children calmly
- All available members of staff should continue to search the building, nursery and school grounds and immediate surrounding area until the police arrive.

- A formal report of the incident should be logged by the HT/PT and a copy sent to Education Officer, QIO and Care Inspectorate via the online Portal.

Child going missing on an outing

This describes procedure to be carried out when staff have taken a small group on an outing.

What to do when a child goes missing from a whole setting outing may be a little different, as parents usually attend and are responsible for their child.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated carer and carry out a headcount to ensure no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The Head Teacher/Lead Practitioner is contacted immediately, and the incident is reported (if they are not on the outing) and the incident is recorded.
- The Head Teacher contacts the police and reports the child missing.
- A designated staff member may be advised to stay at the venue until the police arrive.
- A formal report of the incident should be logged by the HT/PT with and Education Officer/QIO and through the Care Inspectorate Portal.

The Investigation

- Staff stay calm and don't let the other children become anxious or worried
- The Head Teacher will speak with parent(s) and will carry out a full investigation taking written statements from all staff in the room who were on the outing.
- The Key person/staff member writes an incident report detailing:
 - the date and time of the incident
 - which staff/children were in the group/outing
 - the name of the staff designated responsible for the missing child,
 - when was the child last seen in the group/outing
 - what had taken place in the group or outing since the child went missing
 - the time that it is estimated that the child went missing
- A conclusion is drawn as to how the breach of security happened.
- Staff must not discuss any missing child incident out with Nursery premises without taking advice.

We follow Care Inspectorate SIMOA campaign to ensure the safety of all children.



Reviewed: May 2026

Review by: December 2029 or sooner if Care Inspectorate add updates