**Renfrewshire Council**

**Early Learning and Childcare - Missing Child Policy**

**Rationale**

At XX Early Learning and Childcare (ELC) we are committed to providing a safe environment where children can grow, develop and learn.

As such there are clear guidelines on the arrival and departure of children and accounted for all children throughout the nursery day within the establishment and during excursions out with the building and in line with our **Safety and Security** procedures.

We aim to ensure all measures are taken to prevent a child going missing at nursery. Care plans must be kept updated ensuring all relevant information is included with any risks clearly identified and addressed. If required support plans should be put in place. In the event of an incident occurring SMT should ensure all procedures are clear and transparent.

In the unlikely event of a child going missing in attendance at nursery;

* The manager in charge at the time will be notified immediately and the time recorded;
* Staff will be informed and an immediate and thorough search of the establishment, both internally and externally, will be conducted, including side paths, etc;
* A full headcount and roll to be completed and cross referenced with the register;
* Ensure all other children remain supervised and appropriately cared for throughout;
* Notify the parent(s) / carers, the police and the local authority / head of service if a child is known to have left the establishment site and cannot be found;
* Staff searching out with the boundary of the establishment should carry a mobile phone and maintain contact (noting the importance of contact numbers being available); and
* Immediately following the incident notify Care Inspectorate and record as an incident report on Business World.
* Review site security risk assessment and update action plan as appropriate.

Following the incident relevant procedures will be reviewed.

Reviewed date(s):