

Blackhall Nursery

Missing Child Policy

The safety of the children attending Blackhall Nursery is of paramount importance and every effort is made to ensure this whilst in the Nursery's care. This guidance sets out the procedures for dealing with the unlikely event of a child going missing from the premises or whilst on an outing.

All staff should be aware of the Care Inspectorate SIMOA safety campaign which can be found at [Keeping children safe | Care Inspectorate Hub](#).

- Parents/carers are responsible for their child(ren) until the child has been registered by a member of staff at the beginning of the session and from when they are handed over at end of the session.
- The Nursery has no responsibility for siblings or other children not attending the Nursery.
- Staff will be aware of the need for vigilance at all times, but especially around pick up and drop off times.

In the event of a child feared missing:

- The Nursery manager or designated person-in-charge must be informed immediately.
- A designated staff member should search the whole of the premises calling the child's name, checking all cupboards, unused spaces etc. If the child is not found on the premises the staff member should check the immediate surrounding area.
- A mobile phone should be taken to ensure contact is maintained with the premises.
- A designated person should gather the remaining children and other adults for story time. They should ensure that the children are reassured and kept secure.
- If after 5-10 minutes there is no sign of the child, staff must dial 999 and alert the police.
- Staff must call the parent/carer of the missing child.
- Staff must call all other parents/carers and ask them to collect their child.
- Staff should re-assure the children until they have been collected by their parents or guardian.
- Staff must cooperate fully with the police.
- A record of any incident must be made in the incident book. The manager should consider whether the incident triggers Duty of Candour procedures.
- The Chairperson of the Board of Directors should be informed of the incident as soon as possible.
- The Care Inspectorate must be informed through the notifications procedure

Outings

To be read in conjunction with the Outings and Excursions Policy and the Care Inspectorate Practice Note Keeping Children Safe: supporting trips and outings in ELC.

If a staff member or parent/carer fears that a child is missing they must immediately inform the person in charge of the outing who should then:

- Gather the rest of the group together and check the attendance register.
- Designate available people to go to look for the missing child. If the parent/carer of the missing child is present they should be one of those people
- If after an appropriate time searching the child has not been found (5 -10 minutes) they should contact the manager of the facility or police, as appropriate to the situation.
- Ask staff to gather parents, carers and children and facilitate their return home.
- Ask staff to remain with the parent or carer of the missing child and not leave until the missing child is found.

This policy links to: Curricular Area:
Health and Social Care Standard: 3.23
HGIOELC Quality Indicator: 2.1
UNCRC articles: 6, 19, 31

Adopted on: 30.04.2026

Appendix 1 – Child Missing from Nursery

