



Crombie School

Early Learning and Childcare



Missing Child Policy



Policies and Procedures

Missing Child Policy July 2020

POLICY AIM

The Missing Child Policy has been developed in line with The United Nations Convention of the Child (UNRC) (1989): **Article 19** (*Protection from Violence, Abuse or Neglect*) *Children have the right to be protected from being hurt or badly treated. All adults and children should have information about how to stay safe and healthy.*

We aim to ensure that the Missing Child procedures allow for the best outcomes for families and children, meeting the following Health and Social Care Standards:

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

3.14 I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.

3.23 If I go missing, people take urgent action, including looking for me and liaising with the police, other agencies and people who are important to me.

4.4 I receive an apology if things go wrong with my care and support or my human rights are not respected, and the organisation takes responsibility for its actions.

5.19 My environment is secure and safe.

The Missing Child Policy is underpinned by the following national and local authority policy and guidance:

- Care Inspectorate, 2012, "Records that all registered care services (except childminding) must keep and guidance on notification reporting" (amended 2015)
- Care Inspectorate, 2012, Keeping Children Safe - Look, Think, Act campaign (SIMOA)
- The Scottish Government, 2014, "National Guidance for Child Protection in Scotland"
- United Nations Convention on the Rights of the Child, 1989
- Scottish Government, 2017, Health and Social Care Standards My support, my life
- Education Scotland, 2016, How Good is our early learning and childcare?
- The Scottish Government, 2012, "Getting it right for children and families: A guide to Getting it right for every child"
- Aberdeenshire Council, 2015, "GIRFEC"

Who is responsible?

Head Teacher, Early Years Senior Practitioner, Early Years Lead Practitioner, Nursery Staff, Parents/carers

This policy will be reviewed regularly and in response to accident, incident or change in national or local policy or guidance



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PROCEDURE

In the event of a child going missing while in the care of Crombie Nursery, the early Years Senior Practitioner, Early Years Lead Practitioner and Senior management Team will immediately follow the procedures below. This will ensure that a systematic approach to finding the child is taken and consideration to the risk of the child is always paramount.

Missing Child from Nursery Setting

- Staff will begin to search for the child immediately and parents and relevant authorities will be notified as appropriate. Care Inspectorate notification will be completed.
- Staff will continue to care for the other attending children with the appropriate ratio of staffing whilst the search is being carried out. They will be gathered in a communal space altogether. They will be sensitively asked if they have seen the missing child.
- A thorough search of the nursery space, including toilets, cloakroom, and courtyard area.
- Member of nursery team will contact a member of senior management.
- The doors and gates will be checked to see if there has been a breach in security.
- The EYLP will delegate to the nursery team to carry out a register check to ensure there are no other missing children.
- If a suspected breach has occurred, SMT or EYSP will delegate two members of staff to check the surrounding playground area.
- The parent of the child will be called and notified of the situation.
- If the child lives within walking distance, a member of staff will walk to the child's home to check if the child has tried to walk home.
- Police will be called on 999 if there has been no sign of the child after 10 minutes.
- SMT or EYSP will liaise with staff to establish a timeline of when the child was last seen.
- Care Inspectorate would be informed using notifications within 24 hours of incident.
- Someone from the Early Years Team must be notified.
- EYLP will help staff to write report of all actions which will be kept in nursery and school office.
- EYSP or EYLP will discuss with staff what happened and if any support is required for any staff members.
- Support will be given to children through use of personal plans and wellbeing indicators.

Missing Child from Excursion/ Offsite Activity

- Risk Assessment in place for excursions and offsite activities (See EVOLVE online Risk Assessment Programme)
- Consent from parents will be given beforehand. (See Excursions Policy)
- Staff will begin to search for the child immediately and parents and relevant authorities will be notified as appropriate.
- Staff will continue to care for the other attending children with the appropriate ratio of staffing whilst the search is being carried out. They will be gathered in a communal space altogether. They will be sensitively asked if they have seen the missing child.
- A thorough search of the surrounding area will be carried out
- Member of nursery team will contact SMT.
- The parent of the child will be called and notified of the situation.
- The EYLP will delegate to the nursery team to carry out a register check to ensure there are no other missing children.



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- EYSP/EYLP will liaise with staff to establish a timeline of when the child was last seen.
- Care Inspectorate would be informed using notifications.
- Someone from the Early Years Team must be notified.
- EYLP will help staff to write report of all actions which will be kept in nursery and school office.
- EYSP or EYLP will discuss with staff what happened and if any support is required for any staff members.
- A meeting will take place with families to discuss what happened and what procedures have been put in place.
- Support will be given to children through use of personal plans and wellbeing indicators.
- Risk assessments will be reviewed and updated as necessary.

All staff to be aware of the SIMOA campaign. <https://www.careinspectorate.com/index.php/news/6257-look-think-act>

SIMOA posters will be displayed at all exit doors and staff will be aware of the campaign.

If a child has not turned up for nursery, we follow the procedures in the Attendance/Management Policy.

References

Aberdeenshire Council, 2015, "Guidelines on Managing and Promoting Pupil Attendance in Nursery, Primary and Special Schools"

<https://www.aberdeenshire.gov.uk/media/20039/attendance-policy-guidance-primary-schools-november-2015.pdf> (Draft)

The Scottish Government, 2012, "Getting it right for children and families: A guide to Getting it right for every child"

www.scotland.gov.uk/gettingitright

Care Inspectorate, 2012, "Records that all registered care services (except childminding) must keep and guidance on notification reporting" (amended 2015)

Section: Staffing levels and deployment

<http://hub.careinspectorate.com/media/481042/records-that-all-registered-care-services-must-keep-and-guidance-on-notification-reporting.pdf>

Care Inspectorate, 2012, Keeping Children Safe – Look, Think, Act campaign (SIMOA)

[Keeping Children Safe - Look, Think, Act campaign \(careinspectorate.com\)](http://www.careinspectorate.com/keeping-children-safe-look-think-act-campaign)

Care Inspectorate, Keeping Children Safe - Practice Notes [Keeping children safe practice notes | Care Inspectorate Hub](http://www.careinspectorate.com/keeping-children-safe-practice-notes)

Care Inspectorate, [elc-practice-note-trips-and-outings.pdf \(careinspectorate.com\)](http://www.careinspectorate.com/elc-practice-note-trips-and-outings.pdf)

The Scottish Government, 2014, "National Guidance for Child Protection in Scotland"

<http://www.gov.scot/Resource/0045/00450733.pdf>



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United Nations Convention on the Rights of the Child, 1989

<https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

Scottish Government 2017, Health & Social Care Standards, My support, my life.

<https://www.gov.scot/publications/health-social-care-standards-support-life>

Date of original policy SEPTEMBER 2019

Revision Number	Details of Change	Date	Date of next review
1	Full review of procedures	September 2019	August 2020
2	Policy Update	July 2020	August 2021 ✓
4	Policy Update		August 2022 ✓
5			October 2022 ✓
6	Update timeline added to call police and notify Care Inspectorate	September 2023	October 2023
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