**Missing Child Policy**

**Purpose of Policy**

To ensure that in the unfortunate event that a child goes missing while under the care of Rainbow Nursery, appropriate action is taken to locate the child and the relevant people are notified.

**Who Is Responsible?**

All staff have a responsibility to ensure the safety and security of the children in the setting and to ensure that they have accurate information regarding who is attending the setting on any given day. All children are accounted for during the day and their arrival and departure time is marked in the register and the headcount for each room recorded and displayed for all to see. Management will make regular spot checks to ensure all children are present and accounted for throughout the day and the correct ratios of staff to child are met at all times.

**Lost Child from the Premises**

Should a child go missing from within the premises the following steps will be followed:

* The member of staff who notices the absence will inform all other members of staff and the nursery manager.
* A member of staff will check with the other staff and the children when and where the child was last seen.
* Staff should immediately check all areas of the nursery and garden including inside cupboards etc.
* If the child has not been located in 15 minutes the member of staff will contact the police and the child's parents or carers.
* A record of this incident must be made using the appropriate forms and where the police have been contacted the nursery manager must also inform the Board of Directors, Renfrewshire Council and the Care Inspectorate Officer for the setting.

**Lost Child during Outing**

Should a child go missing from the setting during an outing the following steps will be followed:

* The member of staff who notices the absence will inform all other members of staff.
* A member of staff will check with the other staff and the children when and where the child was last seen.
* A search of the immediate area will be carried out including informing any on site members of staff at the venue that the child has gone missing and enrolling their help.
* The member of staff will pay careful attention to play areas, toilets etc. when searching for the child.
* If the child has not been located in 15 minutes the member of staff will contact the police and the child's parents or carers. The nursery manager should be contact if not in attendance.
* A record of this incident must be made using the appropriate forms and where the police have been contacted the nursery manager must also inform the Board of Directors, Renfrewshire Council and the Care Inspectorate Officer for the setting.

**Repeated Absences by a Child**

If a child is has not arrived at nursery without prior notice by 10.30am, staff should contact the parents. If it is determined that a child has repeated absences from the setting without the prior acceptable notification by the parent, then Rainbow Nursery has a responsibility to ensure that the welfare of the child is upheld and has a responsibility to liaise with other agencies, for example, education, social work, and health to ensure that the child is receiving the support that the family requires. In some circumstances there may be child protection concerns that arise and in these circumstances the child protection policy and procedure will be followed.

Where a child is repeatedly absent from the setting then the manager has a responsibility to ensure that the child is safe and contact the child's parents/carers and establishing the child's welfare. If there is a concern over the child, the child protection policy and procedure will be followed.

*This policy will be monitored in line with relevant legislation and good practice guidelines.*

**Date Updated: 14th March 2023**

**Review Date: March 2024**