**John Logie Baird ELCC**

**Event of a Child Going Missing Policy**

**In the event of an emergency call 999.**

1. In the event of a Missing Child Nursery staff should not leave the premises until the child has been found.
2. A designated staff member should search the whole of the premises, calling the child’s name, checking cupboards, unused spaces etc. If the child is not found on the premises a staff member should check the immediate surrounding area.
3. A designated member of staff should alert the Head of Centre immediately.
4. A mobile phone should be taken to ensure contact is maintained.
5. A designated person should gather the remaining children and other adults to provide reassurance and security.
6. Staff must dial 999 after 5-10 minutes if there is no sign of the child.
7. Staff must call the parent/guardian of the child.
8. Staff should reassure other children.
9. Staff must fully cooperate with Police.
10. A record of any incident must be made in the incident folder.
11. Head of Establishment must inform Care Inspectorate of incident within 24 hours.
12. Head of Establishment must complete Incident Report Form found in eforms on Care Inspectorate site and kept updated until resolution.
13. Report must also be made to SSSC.

**Article 6 (life, survival and development):** Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

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